

**IRENA PAWELSKI**  
**STAFF ACCOUNTANT**

**COMPANY EXPERIENCE**

Irena Pawelski has over 25 years of experience in property management accounting. As an integral part of First Capital Property Group Accounting Department, she utilizes her experience and knowledge as an Accounts Receivable Coordinator. Irena has been with First Capital Property Group, Inc. since 1998 and was recognized as the Associate of the Year for 2013.



**PROFESSIONAL ACCOMPLISHMENTS**

Irena manages, allocates and processes incoming payments, wires and collections for all of FCPG's corporate, commercial and association accounts, reviews the accuracy of tenant rental histories, performs account reconciliations, researches and resolves discrepancies, generates accounts receivable reports, invoices and statements, oversees cash management, computes and processes all sales tax with FDOR, communicates with customers via phone, email or mail, along with supporting the Controller.

**EDUCATION & AFFILIATIONS**

Associate in Science in Computer Accounting



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