

Professional Profile



Dana Dorsey

Manager
Property Management
Accounting
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Professional Experience

Dana Dorsey manages day-to-day accounting operations and trains the client accounting team. Dana's primary functions are to develop, implement, modify, and document record keeping and accounting systems while making use of current computer technology. She assists in setting up policies and procedures for new processes and updates current practices. Dana is responsible for auditing accounting practices while performing first level of review for forecasts and budgets.

Dana has more than 20 years of experience in the accounting field and 12 years in property management.

Significant Assignments

- Involved in a comprehensive evaluations of major client's financials, including the evaluation of reimbursement of expenses and allocation of operating expenses vs. income
- Engaged in the billing process of company expenses to clients to ensure quick turnaround of income
- Implementation of property management software (Yardi & AppFolio)

Affiliations/Accreditations

- Ohio Real Estate License
- Member, National Association of Realtors
- Member, Toledo Regional Association of Realtors
- Member, Ohio Association of Realtors

Education

- The University of Toledo, Bachelor's Degree in Finance, 2012
- The University of Toledo, Associate's Degree in Pre-Business Administration Accounting, 2003