

JOB DESCRIPTION

Position Title: Assistant Property Manager
Department: Property Management
Reports to: General Manager
Status: Exempt

Summary:

The Assistant Property Manager assists with the day-to-day bookkeeping, accounting and finance of property operations. The ideal candidate should be skilled with accounting and bookkeeping functions, with a strong background in Excel, MRI and Kardin, have strong attention to detail and be able to juggle multiple tasks.

Essential Duties and Responsibilities:

- Completes all work in an accurate, thorough and timely manner demonstrating a sound understanding of areas of responsibility
- Prepares work to be accomplished by gathering and sorting documents and related information
- Maintains financial historical records by filing accounting documents orderly and timely
- Maintains financial security by following internal accounting controls

Accounts Payable:

- Research and respond to all customer requests for information, service, or assistance,
- Pays invoices by verifying transaction information, scheduling and preparing disbursement requests, obtaining payment authorization
- Resolves account discrepancies by investigating documentation, requesting stop payments and other adjustments as necessary
- Distributes incoming invoices to the appropriate building team member for approval
- Ensure property management, construction management and asset management fees as well as leasing commissions are processed timely and accurately

Accounts Receivable:

- Review monthly rent-up variance report, review and investigate discrepancies along with changes in monthly recurring billings
- Work with building team members to acquire information required to produce monthly manual billings
- Partner with accounting on rent-up timeline and rent statement issuance
- Identify delinquent accounts and insufficient payments
- Assist with revenue collection by reminding delinquent accounts, notifying customers of insufficient payments and calculating late fees and penalties
- Review arrears and participate in monthly meetings with property manager to review and issue five-day notices for tenant delinquencies as required
- Prepares financial reports by collecting, analyzing, and summarizing account information

- Verifies accounts by reconciling statements and transactions
- Resolves account discrepancies by investigating documentation and requesting required adjustments
- Contributes to team effort by accomplishing related results as needed
- Respond to customer inquiries

Financial Reports for review by General Manager:

- Research and prepare initial draft of Monthly Variance Report
- Plan and administer annual budget preparation and input into Kardin
- Plan and administer quarterly reforecast reports and input into Kardin
- Plan and administer changes to monthly cash management reports
- Plan and administer annual tenant Operating Expense and Real Estate reconciliations
- Perform monthly accruals and reclasses
- Investigate and reconcile difference between lease abstracts and billing system data
- Update Stacking Plans
- Update Encumbrance Reports

Supervisory Responsibilities:

- May manage other staff members or assist General Manager with supervisory duties.

Essential Skills and Qualifications:

- General knowledge of accounting principles as applied to property management, budget preparation and maintenance of building accounts
- Ability to perform as back-up to Building Services Coordinator
- Intermediate to advanced proficiency with Microsoft Excel
- Intermediate to advanced proficiency with MRI
- Intermediate to advanced proficiency with Kardin
- Ability to plan and prioritize work activities effectively
- Ability to communicate effectively both orally and in writing
- Demonstrated accuracy and thoroughness in work
- Demonstrated ability to follow through to achieve results

Education and Experience:

- Bachelor's degree from a four-year college or university
- 3+ years of relevant work experience

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.