

Provides administrative support to the property to include but not limited to accounts payable, accounts receivable contracted services and lease administration.

ESSENTIAL FUNCTIONS

- Processing and coding of all accounts payable invoices at the property per established schedules.
- Ensure invoices are paid on time and review all past due invoices to ensure proper payment has been made. Research and request appropriate back-up from the vendor if necessary.
- Send out rent statements to tenants with sufficient time according to accounting calendar.
- Collecting rent and ensuring accounts receivable balances are minimized at the property.
- Providing lease administration services to the property to include but not limited to lease abstraction and lease file maintenance.
- Track and maintain Certificates of Insurance; responsible for notifying tenants and vendors of expired COI's and COI requirements via letters.
- Maintain spreadsheet of COI's on file that detail the insured and the policy expiration.
- Generating contracts for services at the property per the direction and input of the General Manager.
- Completing assigned financial reporting tasks in support of client requirements.
- Assisting the General Manager in preparation of the annual asset plan and budget.
- Providing quality assurance on contracted vendors as requested by the General Manager.
- Participating in the property's Team Emergency Response Plan and procedures.
- Assisting in Move-In/Move-Out processes and procedures.
- Answering telephones and greeting visitors.
- Administering tenant relations programs, including tenant events.
- Handle any tenant issues regarding maintenance or service requests quickly, passing along urgent matter to General Manager, when appropriate.
- Other duties as assigned by the General Manager falling within the reasonable expectations of an administrative position at a real estate services office.

EDUCATION AND EXPERIENCE

- Bachelor's degree
- Minimum of two years of experience supporting a commercial property management team is required, including AP/AR experience and familiarity with financial statements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Outgoing individuals with proven customer service skills.
- Candidate must have strong computer skills with the Microsoft Office suite of products and excellent verbal and written communication skills.