

JOB OPPORTUNITY

2017 - 50

Position: Property Accounting Clerk
Location: Carlingwood Shopping Centre
Reporting To: General Manager

General Description of Position:

This position is responsible for property accounts payables and cash receipts along with other general tasks as it relates to the operation of Carlingwood Shopping Centre. This position calls for someone with strong organizational skills and communication skills.

Keys Tasks & Responsibilities:

- Collection and deposit of monthly tenant rents and Specialty tenant rents on a timely fashion and input in the MRI system;
- Follow-up with delinquent tenants and report to General Manager on a weekly basis.
- Prepare the Tenant Statement of Accounts
- Complete required percentage rent calculation sheets and ensure their proper disbursement.
- Prepare all purchase orders for marketing and necessary accounting documents to input in MRI and payment of all payables.
- Coding of marketing invoices.
- Review of the Rent Roll on monthly basis.
- Responsible for all the contracts related to phone system, cellular phones and office equipment.
- Responsible for record keeping and reconciliation of Imprest and Petty Cash accounts.
- Maintain tenant sales administration, including phoning for sales and input in MRI, printing and distribution of the sales reports and Tenant Ranking Report.
- Ensure tenant compliance with submittance of audited sales.
- Prepare all correspondence relating to tenant accounting.
- Distribution of yearly tenant adjustment billings and ensuring that they are correct.
- Setting up of new tenants and ensuring all documentation relating to this is completed (i.e. Open For Business)
- Assist in yearly budget process.
- Cover Receptionist duties, as required
- Complete other tasks as required by the General Manager.

Skills & experience required:

The successful candidate will possess:

- Accounting Experience – minimum 3-5 years' experience in accounts Payable / Receipts
- Strong Communication and Organizational Skills
- Working Knowledge of Microsoft Office and Windows Environment
- Excellent inter-personal skills
- Be self-motivated, diplomatic and able to work independently and as a member of a project management team
- Ability to prioritize time sensitive and, at times , heavy workload
- Flexibility to meet tight deadlines, requiring additional hours as necessary
- Experience in MRI is a definite asset.
- Knowledge of commercial/office/retail property management industry would be considered a definite asset.
- English/French bi-lingualism a definite asset.
- Must be able to provide clear criminal records check.

If you, or anyone that you know of, are interested in applying for the position, please forward your resume, no later than November 14th 2017, to:

**Lucie Duguay, General Manager
Carlingwood Shopping Centre
2121 Carling Ave, Suite 18-A
Ottawa, Ontario K2A 1H2**

**Email: lduguay@20vic.com
Fax: (613) 725-9201**