

JOB OPPORTUNITY 2017 - 48

Title: Accounting and Speciality Leasing Administrator, Cross Portfolio
8:30 am to 5:00 pm Monday to Friday
Location: Erin Mills Town Centre/Open Air Portfolio
Reporting To: Property Manager/Speciality Leasing Manager

General Description of Position:

This position, reporting to the respective Property/Speciality Leasing Managers, requires an individual with diverse administrative skills to perform accounting, lease and administrative duties working from a shopping centre management office. This position calls for an individual with superior organizational skills who enjoys responsibility for multiple tasks.

Tasks & Responsibilities:

- Manage all accounts payable and collection of receivables along with summaries of arrears synopsis;
- Maintain all site records for supporting the accounting function including tenant possessions, openings and closings;
- Preparation of account reconciliations as required, including generation of miscellaneous tenant charge-back invoices and collections;
- Utility tracking;
- Assists in budget preparation and monthly reporting requirements;
- Preparation and distribution of rental set-ups as required;
- Initiate appropriate action regarding late payments;
- Coordinate lease documentation/administration and maintain lease files and architects' certificates;
- Review, mark up and prepare redline responses to counter-offers made by prospective tenants and their legal counsel
- Review and confirm that terms agreed to in LOI's have been translated accurately into lease documents. Proofread drafts of legal documents.
- Facilitate and track routing and signature of various documents/forms/lease documents
- File, scan copy and distribute lease documents and other correspondence for execution and distribution
- Overall control of original lease documentation and maintenance of master lease files. Receive and set up all lease documents into corporate electronic file system in accordance with system requirements;
- Assist Speciality Leasing Manager with all aspects of processing lease documents through lease execution
- Utilize, update and manage all tools and resources available to manage workload, including checklists, databases, logs and/or other related reporting tools
- Assist in other areas and with special projects as required by Property /Speciality Leasing Manager or Senior Management.

Skills & Experience Required:

The successful candidates will possess:

- Professional integrity, attention to detail, and exercise good judgment in handling sensitive information.
- Detail-oriented, self-starter, who is extremely responsible, dependable, and highly motivated,
- Able to work in a fast-paced, heavy workload with different tasks in a time sensitive environment
- Strong Communication and Organizational Skills;
- Proficient in Word, Excel;
- Proven bookkeeping and record keeping skills;
- Be self-motivated, flexible, diplomatic, innovative and able to accept challenges;
- Prior experience in an office and customer service oriented environment a must;
- Prior experience utilizing MRI accounting system is viewed as a definite asset;
- Must be able to present clear criminal background check.

If you, or anyone that you know of, are interested in applying for these positions, please forward your resume, quoting Job Opportunity Number, not later than November 10th, 2017 to:

Christi-Ann Litavski, Property Manager
Open Air Portfolio
20 VIC Management Inc.
5100 Erin Mills Parkway, PO Box A
Mississauga, ON L5K 4Z5

Email: calitavski@20vic.com