

Job Description

POSITION TITLE: Assistant Property Manager

REPORTS TO: General Manager

DUTIES AND RESPONSIBILITIES:

The Assistant Property Manager is responsible for administration of all tenant leases, billing and collecting tenant receivables, updating leasing status reports, generating monthly reports for Owner, assisting in annual budget preparation and assisting Property Manager with his/her duties as necessary.

Lease Administration

- Check Lease Abstract information for accuracy of square footage, rental rates and Tenant Improvement Allowance and return to leasing office.
- Fully abstract all leases and input all pertinent information into the MRI Accounting and Management system for billing and tracking purposes.
- Input contracts, lease dates, billing information, insurance dates, and all other data for generation of monthly reports which track receivable information and tenant's insurance.
- Compile and maintain complete lease files on all tenants including tenant move-in information and accounting correspondence.
- Maintain original leases and renewals in Management Office.
- Coordinate move-in activities, tenant welcome gifts and tenant appreciation events.

Accounts Receivable & Accounts Payable

- Setup Tenant billing in the MRI system and bill tenants monthly for Rent, Operating Expenses, Miscellaneous Charges. Billable work performed for tenants by engineering staff.
- Deposit daily receipt of tenant rent payments and enter on accounting software for correct tracking of tenant receivables.
- Coordinate month-end close with Senior Accountant for property management accounting and send out tenant statements.
- Reconcile actual Operating Costs for previous year's tenant billing and refund tenants for any overpayment or bill tenants for any deficiency in recovering operating expenses for the property.
- Process all invoices for approval and enter approved invoices into the MRI system.

Leasing Status Reports

- Update monthly report of all leased and vacant space within the building. Include a master list of all leases made and chart to illustrate current month status. Also update monthly cleaning square footage on a usable basis for billing purposes for janitorial service.

- Send copies of monthly report to Owner, Senior Vice President, Leasing Agent, Property Manager and Senior Accountant.

Monthly Reports

- Run monthly budget variance reports complete with variance explanations, delinquency reports, rent rolls and leasing status reports and send to Owner.
- Generate monthly insurance expiration reports of tenant's insurance policies and keep updated.
- Run all audit trail reports for Accounting Software to month-end close and keep files in management office.

Assist Property Manager

- Assist in annual budget preparation package for Owner.
- Periodically inspect all common areas and vacant space in property and maintain upkeep with janitorial and engineering staff.
- Maintain tenant relations with regular tenant visits and phone calls.
- Act as liaison between construction manager and tenant during build-out phase of tenant suite.
- Distribute all new move-in information to tenants upon lease execution and arrival in building.
- Assist in leasing efforts with Leasing Agent and Property Manager and show available space and copying space plans for prospective tenants.

Requirements

- Strong Interpersonal, organizational and typing skills
- Basic understanding of Accounting
- Must be able to multi-task, prioritize and be self sufficient
- Detail orientated
- Must be customer orientated, professional and courteous with an excellent phone etiquette
- 2 - 4 years + related experience required
- College degree preferred

Please CLICK below to submit your resume

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Hazel Nivaud, Office Manager