

JOB OPPORTUNITY

2019 - 24

Title: Accounts Administrator
Location: St. Vital Centre, Winnipeg, MB
Reporting To: General Manager
Hours: Full Time, Monday to Friday, 8:30am – 5:00pm

General Description of Position:

The Accounts Administrator will be responsible for handling all aspects of the daily Accounts Payable and Receivable functions for St. Vital Centre and the Electric Railway Chambers building, related banking functions, month-end and year-end financial reporting. The ideal candidate is a strong communicator with excellent analytical and problem solving 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.
- Adminstrate purchase orders and necessary accounting documents to input in MRI and payment of all payables.
- Coding of all invoices as they pertain to the respective properties.
- Review of the Rent Roll on monthly basis.
- Responsible for record keeping and reconciliation of Impress 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)
- Assists in budget preparation and monthly reporting requirements
- Complete other tasks as required by the General Manager.

Skills & experience required:

The successful candidate will possess:

- Accounting Experience – preferred 3-5 years' experience in accounts Payable / Receivable
- Strong Communication and Organizational Skills
- Basic bookkeeping and record keeping skills
- Proficient with Microsoft Office Suite (Word, Outlook, EXCEL and SharePoint) and/or related accounting software programs, etc.). Previous experience with MRI an asset.
- Excellent inter-personal skills
- Excellent written and verbal communication skills
- Be self-motivated, diplomatic and able to work independently
- 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.
- Maintain a high level of confidentiality
- Must be able to provide Criminal Clearance Certificate
- College or University degree in Accounting or a related field is ideal but not required

If you, or anyone that you know, are interested in applying for this position, please forward your cover letter and resume, no later than Friday, May 17, 2019.

Kyle Waterman, General Manager
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