

JOB OPPORTUNITY 2019 - 16

Title: Property Administrator
Location: 20 Adelaide Street East, Toronto ON
Reporting to: General Manager

Tasks and responsibilities include:

- Responsible for accounts administration for 20 Adelaide Street East
- Verify, collect, process, and input rent due, adjustments and other payments from tenants in accounting software system
- Maintain accounts receivable aging report and summary of arrears and recommend bad debt allowances and write-offs to the General Manager
- Maintain all on site records for supporting the accounting function
- Deal with all tenants with respect to billing inquiries
- Responsible for the generation of miscellaneous invoices and collections
- Maintain Angus tenant service request system
- Responsible for Accounts Payable process.
- Preparation and distribution of rental set-ups as required
- Reconcile rent roster on a monthly basis
- Reply to tenant inquiries regarding operating costs and other payments.
- Provide informational support to site team members
- Assist with preparation and input of property budgets
- Ensure compliance with corporate and legal requirements
- Liaise with Property Accountants in relation to property revenues/expense etc.
- May be required to add accounts payable to workload
- Initiate appropriate action regarding late payments
- Maintain lease files and architects' certificates
- Other duties and/or special projects as assigned by the Operations and General Manager

Required Qualifications:

- Post-Secondary Education in Business with major in Accounting preferred

Skills & Experience Required:

- Prior experience in the Property Management or Real Estate field a definite asset;
- Minimum 5 years' experience in an accounting / administrative roll;
- Strong written and verbal communication skills along with excellent interpersonal skills;
- Accounting Education;
- Highly organized;
- Must be self-motivated, ability to work both independently and in a team environment;
- Must have ability to multi-task and to continuously adjust priorities;
- Willingness to accept additional responsibilities, beyond specific duties, to assist management team;
- Enthusiastic and a willingness to learn;
- Experience with MRI is a definite asset along with proficiency in Microsoft Suite of Products – Word, Excel, Outlook;
- Must be able to provide Clear Criminal Record Check;

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than April 15, 2019 to:

Stephen Adams, General Manager
One Queen Street East
3rd Floor Atrium, Box 72
Toronto, On, M5C 2W5
Fax: 1-(416) 360-6865

Email: Stephen.R.Adams@cushwake.com