

JOB OPPORTUNITY 2017 - 27

Title: Property Administrator
Location: Lambton Mall, Sarnia ON
Reporting to: Property Manager

Tasks and responsibilities include:

- Responsible for accounts administration for Lambton Mall and Lambton Lands
- 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 Property 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
- Responsible for percentage rent collections and administration
- 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.
- Manage and maintain accurate sales reports for the property including collection of audited sales statements from all retail tenants
- Responsible for the gift card program reconciliation
- Provide informational support to Managers
- Assist with preparation and input of property budgets
- Ensure compliance with corporate and legal requirements
- Responsible for completing sales audits of retailers with the assistance of the Property Manager and a third party audit firm
- 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 Property Manager

Required Qualifications:

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

Skills & Experience Required:

- 5+ years related experience
- Proficient with Microsoft Office Suite (Word, EXCEL, etc.)
- Able to work independently and prioritize time sensitive items and heavy workload
- Excellent customer service, communication and interpersonal skills
- Be self-motivated, flexible and diplomatic
- Able to work effectively in a "team" environment
- Proven analytical capabilities
- Legal documentation experience an asset
- Able to provide clear criminal records check.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than July 27, 2017 to:

Laura Beecroft, Property Manager
Lambton Mall
1380 London Road
Sarnia, ON N7S 1P8

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Email: lbeecroft@20vic.com