Legacy Asset Management, LLC

Job Description

Job Title: Property Administrator
Reports To: Asset Management Coordinator

Summary

Provide administrative and accounting support to the Property Management team. Maintain a top-quality level of service to ensure a smooth and efficient environment to tenants, vendors and internal clients.

Essential Duties and Responsibilities

Accounting

- Assist Property Manager with all collection efforts of Accounts Receivable including calls, preparation of delinquency letters, and required reports under direction from Property Manager utilizing company policies.

- Code and process assigned property invoices per the General Ledger account codes. (i.e. coding per budget, keep on prescribed schedule for timely payment, and assemble all company required back-up, W-9s.)

- Create and maintain Vendor profiles in the lease accounting system in order to process payment.

- Maintain all paid invoices and check stubs in a filing system by property.

- Prepare tenant billings for utilities and related one-off charges and provide to Property Accountant to enter in lease accounting system. Mail and/or email utility invoices to tenants and file accordingly.

- Process lockbox deposits received from Tenants for various properties and input data into lease accounting system.

- Setup, terminate and or transfer utility accounts as required upon Tenant vacating a premises within a shopping center.

Administrative
• Effectively organize and prioritize work - reports, communications, inquiries, meetings, calendar of deadlines, to ensure accurate completion of all tasks in a timely manner within set deadlines.

• Utilize company Standard Operating Procedures (SOP), Style Guide for uniform branding, Service Contract, License Agreement and Storage Agreement, and maintain a work order system, contract matrix and time management program to perform responsibilities in a first-class method.

• Prepare tenant and vendor communication letters, memos and reports as needed.

• Maintain current Certificate of Insurance for all tenants and vendors.

• Update Tenant Lease Matrix by shopping center when a new lease is executed.

• Collect monthly tenant sales reports and accurately enter into lease accounting system.

• Oversee office equipment and order office supplies when needed.

• Complete tenant opening and closing notices, collect photos and uploads for distribution.

• Prepare and track all Lease Commencement Date Memorandums with the assistance of the Property Manager.

• Maintain all property related documents on the Legacy electronic shared drives and distribute documents using the distribution lists as needed.

• Interact with Tenants on lease administration matters including vendor set-up, billing questions and lease issues.

• Complete projects designated by Property Manager, Accounting Department and Asset Management Coordinator as requested.

• Other duties as assigned.

Language, Communication and Computer Skills, and Abilities

• Exhibit excellent time management and organizational skills.

• Demonstrate initiative, and reflect a sense of urgency in daily duties.

• Display common sense and good judgment when responding to problems and emergencies.

• Remain calm and polite when assisting tenants with problems and emergencies.

• Strong, clear, concise verbal and written communications skills.

• Ability to use Microsoft Office proficiently.
• Well-developed interpersonal skills including communication, respect for others, optimistic attitude, and the ability to listen and adjust when necessary.

Education and/or Experience

• Required: Bachelor’s degree or relevant education and experience

• Lease Administration experience preferred

• Above intermediate computer skills including MRI or equivalent software, MS Office (Excel, Word, Outlook, PowerPoint). Comfortable navigating the computer and quick understanding when required using new software and conforming to company file management programs.

• Preferred: Previous shopping center office experience, AP/AR and book keeping experience and MRI or similar accounting software experience.