

Date:	2022-08-31
Position Level:	Mid-Level
Industry:	Real Estate
Function:	Administration
City / Country of Origin:	Multiple

Position Title: Senior Associate, Lease Administration

<p>Job Description:</p>	<p>Our Lease Administration platform supports a diverse set of client needs from basic management of lease abstractions and critical dates to full financial management of landlord invoices and reconciliation audits, we provide comprehensive knowledge and access to data across the portfolio that enables our clients to make strategic real estate decisions that support and enhance their core business.</p> <p>Responsibilities</p> <p>Our Senior Lease Analyst will be responsible for the full scope of Lease Administration services including abstracting and interpreting commercial lease documents (leases, amendments, subleases)</p> <ul style="list-style-type: none"> • Rent analysis and rent payment processing • Client/vendor/landlord relationship management • Resolution of rent and other landlord/tenant issues • Reviewing annual landlord reconciliation statements and real estate tax calculations to ensure accuracy and lease compliance • Data entry and data management of lease documents • Tracking and maintaining critical dates • Financial analysis • Subtenant account management and billing/collections of third-party tenant rents • Respond to Lease Analyst questions with regard to procedures, lease interpretation, and billing calculations • Training of new Lease Analysts • Special projects as assigned by manager
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Bachelor’s degree and at least 3 years of work experience in lease administration, real estate accounting or property management with exposure to commercial leases • Prior experience with using a lease administration database preferred • Ability to interpret complex commercial lease language • Advanced financial/analytical skills • Excellent oral and written communication skills • Superb organizational skills • Superior attention to detail • Desire to learn and grow • Ability to work independently and within a team to build relationships and interact effectively with business partners

	<ul style="list-style-type: none"> • Ability to multi-task, work successfully under pressure and effectively manage time and workload • Advanced proficiency in Microsoft Office (Word, Excel, and Outlook) with the capability to master company specific accounting and database programs • A desire to work within a diverse, collaborative, and driven professional environment
Pref. Certifications:	N/A
Minimum Education:	BA/BS/Undergraduate
Minimum Experience:	3 Years
Required Travel:	Unspecified