

POSITION DESCRIPTION

TITLE: Assistant Property Manager

SUMMARY: Assist the Property Manager in all aspects of property management and onsite accounting with primary responsibility of accounts payable and accounts receivable.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Ensure proper general ledger coding of all invoices.
- Maintain tenant receivables to less than 5%.
- Keep the operation of payables and receivables running smoothly by adhering to self-imposed and company schedules.
- Deliver great customer service, tenant and prospective client interaction.
- Process accounts payable (code and batch invoices, get approvals, verify checks are cut, and attach stubs to invoices/file appropriately).
- Handle all accounts receivable functions – notify tenants of amount due, track and record payment as appropriate.
- Generate monthly accruals and assist with compilation of monthly reports, as appropriate.
- Process capital expenditures per client requirements.
- Perform all new tenant, expansions, reductions and move out lease administration duties.
- Ensure tenant move in and/or move out procedures are followed and checklists completed. Update janitorial square footage monthly.
- Ensure all signage, including tenant suite signs and building directories are accurate and that tenant information is removed or added in a timely fashion.
- Schedule and coordinate successful tenant functions and community service projects.
- Handle lease administration to include lease abstract, entry into MRI, etc.
- Provide a high quality of service to the Raleigh team and to the corporate staff when handling requests.
- Manage/coordinate the all amenity service providers (i.e., food service, fitness center, car detail, etc.).
- Maintain vendor, accounting and lease file maintenance.
- Manage the archival of prior year accounting files.
- Manage the operations of the management office, including but not limited to office supplies, snacks, drinks, phones, equipment, etc.
- Maintain and promote a positive work environment and attitude through personal and professional goals in training, education, teamwork and communication.
- Produce quality, error-free work and be ahead of the curve in assigned responsibilities.



OTHER:

- Complete special projects as requested under supervision of Property Manager.
- Attend regular staff meetings, prepared and fully engaged.
- Respond to emails and requests in a timely manner.
- Provide updates as required on all outstanding assignments and/or special projects.
- Manage daily work load with efficiency and utilization of time.
- Identify areas of training needed and develop program plan to achieve.
- Promote and foster a positive work environment.
- Offer solutions to correct deficiencies either brought to your attention or observed personally and be prepared to discuss suggestions to improve.

QUALIFICATIONS:

- Undergraduate Degree and minimum of 2-3 years property management work experience
- Excellent verbal and written communication
- Accounting software skills, MRI preferred.
- Advanced Microsoft Word, Excel, and Outlook skills and the ability to adapt quickly to new software
- Strong organizational skills; ability to prioritize work and attention to detail
- Ability to establish strong interpersonal relations with team members, tenants and vendors
- Adaptable to change within the organization and the needs of the client
- Capacity to work with little direction maintaining confidentiality and professionalism

Qualified candidates, please contact Christi Ossi at cosi@spectrum-properties.com.