

Position: Accounts Administrator, Highstreet

Department: Shape Management

ABOUT SHAPE

SHAPE is the real estate investment, development, and management company leading some of the largest and most exciting projects in North America. Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

OVERVIEW

Shape Management is seeking to hire a full-time **Accounts Administrator** for their Highstreet location in Abbotsford. This individual will be reporting directly to the General Manager, as well as, the Director, Finance and Accounting and will provide accounting and administrative support for the onsite and head office team. Applicants for this position should be detail-oriented and self-motivated and have the desire to work with a dynamic and collaborative team.

Primary Responsibilities:

This position is responsible for a variety of on-site functions including accounts payable, accounts receivable and general administrative duties including:

- Processing and collecting monthly rent cheques
- Daily/weekly bank deposits
- Maintaining accounts receivable aging reports and summary of arrears
- Communicating with tenants on-site and with head office staff regarding billing inquiries
- Generating miscellaneous invoices as well as adjusting and reconciling tenants' accounts
- Being responsible for monthly percentage rent billings, collections and administration
- Collecting and inputting monthly sales data and yearly audited sale statements from tenants
- Monitoring rental arrears, preparing notifications, demand and default notices and following up with tenants to ensure timely payment of monthly rent
- Processing and coding invoices while acquiring appropriate approvals
- Forwarding all invoices to Head Office
- Responding to vendor calls regarding receivables
- Record keeping, filing and organization of payables
- Administration of petty cash
- Providing assistance with annual CAM reconciliations
- Preparing monthly accruals for expenses
- Assisting in preparation of annual operating budgets
- Preparing and distributing rental set-ups including initial rental advice notices and cover letters to tenants
- Maintaining occupancy/vacancy reports
- Maintaining lease files and architect certificates

- General secretarial duties as required from time to time by the administration team
- Inputting and keeping accurate records of income
- Preparing payroll documentation to submit to Head Office
- Maintaining records for vacation entitlement, sick time etc.
- Other duties as assigned by the General Manager and Head Office Staff

Working Conditions:

Highstreet Mall, located in Abbotsford, is where the successful candidate may expect a comfortable and collaborative work environment.

Qualifications:

Required Knowledge, Skills, and Abilities:

- Must be friendly, approachable, proactive, ambitious and solution-focused
- Possess strong organizational, time management and project management skills with a demonstrated ability to work both independently and within a team environment.
- Equally effective at working in the details as well as understanding the big picture
- Analytical thinker with the ability to meet deadlines while taking responsibility for all tasks assigned
- Ability to communicate effectively at all levels of the organization
- Demonstrates personal integrity and honesty

Required Training and Experience:

- Post-secondary education with emphasis on bookkeeping/accounting
- Related industry experience, preferably in commercial accounting, is an asset
- Advanced skills in Microsoft office applications, specifically Microsoft Excel
- Experience with Yardi Voyager is an asset

To apply, please visit our website at <http://shapeproperties.com/careers>