

## Accounts Administrator

### ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages +2.7M sq.ft of commercial space with +3.5M sq.ft. of commercial and residential space under construction.

As one team with a full range of real estate services, our projects benefit from seamless collaboration and communication across departments, locations and areas of expertise. Our group of companies is designed to operate together as a fully integrated platform or independently to add specialized value. With a thoughtful approach and continuous pursuit of innovation, we strive to deliver the best of retail, residential, office and mixed-use real estate world-wide.

Shape Management runs our properties with a continuous pursuit of innovation. From the condition of our physical spaces to the level of service provided by our team, we actively seek opportunities to raise the standard for excellence and experience. This ensures that our properties remain culturally relevant for the future of retail.

### ABOUT UPTOWN

Uptown is more than a Shopping Centre. It's an artfully designed social gathering place. It's a hub for commerce and culture where you can shop, dine, work and one day live. It's an easily accessible focal point for all of Victoria. And it has Vancouver Island's best mix of shops, restaurants and entertainment. Uptown is built for the future of Victoria and the future of retail.

### ABOUT THE ROLE

Shape Management is seeking to hire a full-time Accounts Administrator for Uptown located in Victoria, British Columbia. This position will be reporting directly to the General Manager on site, as well as, the Director, Finance and Accounting and will be responsible for performing and overseeing a variety of property specific accounting and analytical duties. Applicants for this position should be detail-oriented, self-motivated and have a desire to work in a dynamic and collaborative team while wanting to contribute to the smooth functioning of a large and busy retail operation.

#### Primary Responsibilities:

##### *Revenue/Lease Accounting*

- Review and post monthly rent roll
- Review and post monthly tenant utility chargebacks
- Review leases inputted into system by Administrative Assistant
- Calculate and post percentage rent billings monthly and annually
- Maintain security deposit listing
- Maintain lease files and architect certificates

- Update and communicate new budgeted rates in Yardi and to tenants
- Collect and manage storage unit rental income, specialty leasing and marketing income
- Prepare and distribute rental set-up packages including initial rental advice notices and cover letter to tenants

### *Accounts Receivable*

- Process and Collect monthly rent cheques/EFT payments.
- Daily/Weekly bank deposits
- Follow up with tenants on outstanding receivables
- Prepare notifications including demand and default notices
- Review and prepare receivable write-offs for approval
- Maintain monthly accounts receivable aging report and summary of arrears
- Provide monthly occupancy reporting
- Prepare pre-authorized payment (PAP) listing for head office

### *Other Accounting*

- Review monthly income statement for accuracy of revenue and payables coding
- Update variance reports for head office
- Track and compare budgeted to actual income/expenses for operations and marketing
- Review budgeted capital projects and track progress
- Review and track deferred cost schedules
- Aid with annual operating cost calculations and adjustments
- Coordinate and assist in preparation of annual operating and marketing budgets
- Update quarterly reforecast of operating expenses
- Assist in monthly bank reconciliations by entering the transactions
- Reviewing monthly sales information entered and ensuring all tenants have reported in a timely manner per lease requirements
- Administration and management of petty cash
- Other duties as assigned

### **Qualifications:**

#### *Required Training and Experience:*

- 4+ years of progressive experience in accounting
- Ideally seeking 1 or more years of industry related experience, preferably in commercial accounting, but not required if you are a quick and willing learner
- Post-secondary education with an emphasis on accounting
- Systems savvy with intermediate to advanced skills in Excel (V & H look-ups, sum if pivot tables, etc.).
- Experience with Yardi Voyager is an asset but not required

*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 to varying groups of individuals both within the organization and outside the organization
- Demonstrates personal integrity and honesty

**Working Conditions:**

As the Accounts Administrator at Uptown, located in Victoria BC, you will be part of Uptown's administration team. You may expect a comfortable and collaborative work environment in an office setting.

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