
Accounts Administrator, Highstreet

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. SHAPE manages over 4M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

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.

ABOUT HIGHSTREET

Highstreet brings an urban, open-air shopping and social experience to the Fraser Valley. H&M, Sephora and Cineplex VIP are among the leading retailers that attract shoppers from across the region. And top restaurants like Famoso, Milestones and, The Canadian Brewhouse make Highstreet a place to stay, socialize and enjoy the day to night energy. With events and celebrations year-round and the attentive service you would expect from a five-star hotel, Highstreet is the natural social heart of the community.

ABOUT THE ROLE

Shape Property 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 Accounting Manager and will provide accounting and administrative support for the onsite and head office teams. Applicants for this position should be detail-oriented, organized, self-motivated and have the desire to work with a dynamic and collaborative team.

Primary Job Responsibilities

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

Oversee accounts receivable

- Generating charges for monthly rent, percentage rent, and ad hoc chargebacks as required
- Weekly bank deposits and recording all rental payments
- Taking ownership of reconciling tenants' accounts, contacting tenants, and generating invoices/statements as needed
- Generating monthly summary of arrears with notes and status updates

Oversee onsite accounts payable

- Obtaining appropriate approvals, coding, and entering invoices
 - Issuing Purchase Orders and matching with subsequent invoices
 - Communicating with vendors on billing inquiries and outstanding payments
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- Collect and input monthly sales data and yearly audited sale statements from tenants
 - Assist Property Accountant with annual CAM reconciliations
 - Assist Property Accountant with month-end close including preparing monthly expense accruals, reconciliation of gift cards, and credit card statement
 - Assist Operations team leads in preparing annual operating budgets
 - Track operating budgets on a monthly and quarterly basis and updating Operations team leads of their progress to date and sources of variances from budget
 - Prepare initial lease set up including inputting lease data, preparing tenant opening packages and rental notices
 - Ad-hoc analysis and information gathering as required by the Operations team or Head Office staff
 - Maintain lease files, architect certificates, service contracts and other agreements
 - General record-keeping, filing, and administrative duties

Qualifications

Required Knowledge, Skills, and Abilities

- Exceptional organizational skills and attention to detail
- Ability to assess tasks and prioritize work to meet deadlines
- 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
- Self-starter who takes ownership for all tasks assigned
- Demonstrates personal integrity and honesty

Required Training and Experience

- Post-secondary education with an emphasis on bookkeeping/accounting
- Related industry experience, such as commercial accounting, real estate or property management is considered an asset
- Advanced skills in Microsoft Office applications, specifically Microsoft Excel
- Experience with Yardi Voyager is an asset

Working Conditions

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

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