



## **Property Administrator – 33 Bloor Street East (Toronto) Epic Investment Services**

Epic Investment Services Inc. currently has \$14.2B in assets under management comprised of over 25M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 100 professionals with multi-disciplined expertise including property management, asset management, mortgage lending and property development.

The Property Administrator is responsible for the day-to-day accounts receivable, accounts payable accounting system inputs, timely tenant rental collection, tenant insurance documentation, tenant account reconciliations, bank deposits, general inquiries involving lease administration issues and related administrative functions. Involved with and assist in budget preparation and monthly and quarterly reporting processes.

### **GENERAL PROPERTY ADMINISTRATION RESPONSIBILITIES:**

- Input new accounting/lease administration data in a timely manner for new tenants & renewals, prepare lease abstracts and completion of any adjustments as required
- Review and print related monthly and quarterly reports (rent rolls, accounts receivable, rent-up, accounting reports) and provide Property Manager with any changes to the rent roll or other reports as requested
- Prepare cheque requisitions for tenant allowances, lease commissions, etc.
- Prepare letters to tenants re welcome packages, rental charges, renewal packages, arrears, etc.
- Prepare tenant correspondence, notices and other documents for Property Manager
- Track and maintain tenant insurance certificates
- Respond to general day-to-day inquiries and concerns from tenants
- Organize and maintain complete tenant and building related files
- Maintain filing systems for contracts, insurance certificate, tenant information, and other documentation
- Assist Property Manager with obtaining supplier, contractor quotations and assist with contract administration.

### **ACCOUNTS RECEIVABLE RESPONSIBILITIES:**

- Review rent rolls for accuracy
- Process bank deposits and reconciliation; take deposits to bank as required
- Accounting system entries and procedures (tenant charge backs, adjustments, etc.)
- Contact tenants to ensure timely collection of receivables
- Enroll tenants in PAD and EFT programs
- Prepare monthly A/R report for internal and external reporting
- Reconcile accounts and advise tenants of any outstanding amounts in a timely basis
- Administer tenant charge backs
- Liaise with Property Manager on delinquent accounts
- Respond to tenant inquiries about pre-bill or year-end calculations

### **ACCOUNTS PAYABLE RESPONSIBILITIES:**

- Process invoices for necessary review and approval in a timely basis
- Review and allocate accurate codes to all invoices
- Prepare cheque requisitions for tenant allowance, etc.

### **BUDGET AND MONTHLY/QUARTERLY REPORTING BOOKS:**

- Assist in the preparation of annual budgets and reporting books (monthly and quarterly as required)
- Assist in preparation of annual operating cost pre-bill calculation and year-end reconciliations
- Prepare and update monthly and year-end accruals

**QUALIFICATIONS REQUIRED:**

- 5 years related accounting experience, preferably as a Property Administrator in a commercial property management setting
- RPA designation is an asset;
- Proficient in Yardi Voyager, MS Office 365 Applications (Outlook, Word, Excel)
- Related post-secondary accounting diploma/degree is an asset
- CGA or CMA accreditation an asset
- Must be self-motivated, and can work both independently and as part of a team
- Outstanding written/verbal communication and interpersonal abilities.
- Organized with the ability to prioritize and multi-task.
- Detail-oriented and efficient
- Explore, articulate & implement process driven efficiencies
- Willing to exceed expectations to produce quality work

**HOW TO APPLY:**

Qualified applicants may e-mail their cover letter, current resume and salary expectations, in confidence, to [careers@epicinvestmentservices.com](mailto:careers@epicinvestmentservices.com) indicating "Property Administrator – 33 Bloor Street East" in the subject line.

Epic is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. No telephone calls or Agencies please.

**Visit our website at [www.epicinvestmentservices.com](http://www.epicinvestmentservices.com) for further company details.**