

Description:

Summary:

Ethan Conrad Properties, Inc. is one of the largest and the fastest growing Commercial Real Estate Companies in Sacramento, CA. With over 11.9MM square feet, over 175 properties, and over 250 buildings, valued at over \$2.0 billion dollars. ECP has had an Annual Growth of over 20% for the past 13 years and anticipates continued growth of 20% annually, creating more job opportunities internally and externally. ECP is a World Class Company.

The Senior Lease Analyst is responsible for leading and performing lease administration functions to ensure compliance of lease terms, management of the lease database, and tracking the financial and other obligations for all lease documents.

Requirements:

Essential Functions:

This position is responsible for:

- Manage and analyze commercial lease agreements, ensuring accuracy, compliance, and financial optimization. Track critical dates, verify financial obligations and prepare independently quarterly and year end CAM reconciliations. Manage the set up and update of recovery expense pools, lease types, etc. in Yardi.
- Act as Primary Point of Contact between ECP and Yardi administrators and programmers for Yardi issues. · Take lead on testing, implementation and configuration of new Smart Lease Yardi module. · Manage monthly audit reports process as per annual schedule / plan, accountable for action plan for discrepancies / audit findings.
- Review and update rent rolls for allocated properties as needed.
- Update tenant leases with changes received from property managers and/or brokers.
- Follow up with brokers and/or property managers on lease documentation errors.
- Work with AR Team regarding tenant ledger inquiries or errors.
- Process tenant move outs and security deposit refunds in Yardi.
- Manage ongoing reconciliation process of square footage of properties and units between Yardi and marketing brochures. Update building re-measurements in Yardi.
- Follow up with brokers on new leases/tenants for financial and credit reports and saving such on the shared drive under the tenant's lease file. · Save all lease documents in hard files and soft files; combine amendments with leases and save complete lease on the shared drive.
- Manage, for allocated properties, end-to-end CAM reconciliation annual process, send tenants CAM reconciliation letters via email and post charges and/or credits to tenant ledgers; update Yardi with new CAM estimate amount.
- Verify current insurance, input COI in Yardi for new leases, file COI in shared drive, email tenant if it is not current, set them up for recurring insurance emails.
- Update CPI table for rent increases.

- Update all the Exclusives & Restrictions Document for each property in the portfolio based on the lease language if any.
- Lead process, for allocated properties, of responding to tenant inquiries regarding CAM reconciliations.
- Support Lease Admin Manager in answering Owner's questions and providing lease information upon request.
- Be able to work with minimal supervision and independence
- Other duties as assigned.

Education/Experience:

Mandatory:

- At least 10 years of relevant experience in the commercial real estate lease administration industry and/or accounting and property management fields.
- At least 5 years of leading and / or managing annual CAM reconciliation processes for landlords (not as a tenant), including the entering and interpretation of lease agreements.

Preferred:

- At least 3 years of experience with Shopping Mall lease agreements.
- At least 3 years of experience with percentage rent lease agreements.
- Bachelor's Degree in Real Estate, Business Administration or similar field
- At least 3 years of experience with Yardi software for commercial real estate

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands.

Salary: 80000- 95000 Yearly Salary

Location: Sacramento, California, 95834 United States

Apply Here: <https://www.click2apply.net/4GGLaJIY45XaAFAEFWEID>

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