POSITION PURPOSE

Oversee and perform varied and complex financial, budgetary and operational activities in support of the department of Leasing and Retail Services. Share management of day-to-day operations for the University properties including The Block at Cass Park (BACP) tenants and Tech Town, among others.

ESSENTIAL JOB FUNCTIONS

Prepare, analyze and reconcile lease-related financial transactions including invoicing to verify accuracy and compliance with generally accepted accounting principles, University policies and department objectives.

Lead budget development and monitoring, prepare projections and rent roll for department and for the BACP. Assist in the allocation process and the mid-year budget review. Forecast expenditures and revenue for University lease properties, making adjustments as necessary though budget year.

Create and manage invoices for tenant rent, utilities and other billings in Banner. Serve as a financial resource to other Business Operations units and create invoices as requested for units including Parking, OneCard, Student Center, Housing, and Summer Conferences.

Prepare monthly financial reports related to invoicing status, open invoice values, open invoice quantities, open invoice again, and occupancy for both on campus and for BACP tenants. Also prepare ad-hoc financial reports as requested.

Identify collection issues and communicate with current and former tenants to resolve payment issues; monitor payments made to ensure payments are posted correctly against invoices.

Manage accounts receivable and accounts payable for Block at Cass Park customers and vendors and Tech Town in the future.

Lead projects and accurately scope out length and difficulty of tasks and projects. Realistically estimate time and resource requirements on projects.

Research lease issues, compiling relevant data and draft appropriate correspondence to supervisor, tenant and/or Office of General Counsel; monitor lease status for rental rate changes, renewals and/or expirations.
Maintain Shops @ Wayne website listing of current tenants; work with Marketing and Communications and Business and Auxiliary Operations Divisions to update/implement websites.

Oversee preparation of requisitions and change orders.

Maintain property real estate tax list and process payments.

Review and complete annual common area maintenance reconciliations.

Establish and maintain accurate lease files and records.

Maintain lease databases, which include but are not limited to the following: (1) rent rolls, purchase order control sheets, tenant renewal lists, property ownership maps and lists, and options and expiration date lists.

Maintain relationships and communications with high-caliber, professional customer service to leasing clients and internal University customers. Provide guidance & assistance to clients, build and maintain relationships and effective communications with individuals conducting business with and for the Leasing and Retail Services department.

Compile related report generation and analyze industry trends and data. Serve as operational face to the customer and communicate directly with customers.

**ADDITIONAL COMMENTS**

This senior level professional classification requires specialized theoretical skills and an in-depth understanding of program activities, leasing and billing. Work activities cover a breadth of subject matter including analyzing and reconciling financial transactions, budget development and monitoring, overseeing billings, conducting marketing and promotion activities, managing physical plant repairs and maintenance as well as managing assigned projects such as patio installations, awnings and bike racks. This classification is assigned to the Department of Leasing and Retail Services within the Division of Business & Auxiliary Operations. This classification receives work direction and guidance from a management level position.

**MINIMUM QUALIFICATIONS**

Bachelor degree from an accredited college or University with a degree in accounting, business finance or related field or equivalent experience.

Demonstrated knowledge of generally accepted accounting principles.

Reasonable experience performing accounting functions on computerized systems.

Higher education or fund accounting experience preferred.

Working knowledge of and experience with Banner administrative systems and COGNOS preferred.

Ability to communicate clearly, concisely and professionally both orally and in writing.
Ability to manage several projects simultaneously, prioritize and plan work activities while meeting respective deadlines. Strong organizational and time management skills.

Demonstrate strong customer service orientation, including the ability to handle difficult and stressful situations diplomatically.

Ability to collaborate effectively with colleagues within the division and other units to gain full understanding of the project and desired outcome; ability to produce high quality and consistent results with assistance of team members; provide support to teammates when tackling complex projects.

Ability to evaluate, interpret, and present complex information effectively in professionally prepared documents or presentations. Must possess a demonstrated attention to detail in order to achieve a high degree of difficulty.

Proficient in the use of complex administrative systems software, preferably in the higher education environment. Proficient with Microsoft Office suite, especially Word and Excel.