



		<b>ISSUED: Revised 5/7/18; Issued 10/5/15</b>
<b>TITLE: Real Estate and Asset Management Analyst (Previously: Senior Leasing and Operations Specialist)</b>	<b>SALARY SCHEDULE: AP</b>	<b>CLASS CODE: PE371</b>
<b>UNION: P&amp;A Local 1979, U.A.W.</b>	<b>SALARY GRADE: 13</b>	<b>EEO CODE: 30</b>
<b>JOB GROUPING: Payables/Receivables</b>	<b>FLSA: Exempt</b>	<b>EMPLOYEE CLASS: PE</b>

**POSITION PURPOSE**

Oversee and perform varied and complex lease, financial, budgetary and operational activities in support of the department of the Real Estate and Asset Management Department. Assist with the management of day-to-day operations for University commercial portfolio of commercial, retail and corporate leases, compliance of third party developments and asset management functions.

**ESSENTIAL JOB FUNCTIONS**

Forecast and prepare annual rental obligations for portfolio of leases where the University is the tenant. Oversee preparation of the annual requisition, purchase orders, lease payment schedules and changes orders. Review and complete annual common area maintenance reconciliations for tenant leases.

As a University representative, address lease and space related issues. Review outstanding rent payments, investigate reasons and coordinate payments with WSU departments and landlords.

Research current market rental rates for lease space and prepare analysis and summaries.

Prepare, analyze and reconcile portfolio of leases where the University is the Landlord. Manage tenant lease files, act as tenant liaison, address tenant related issues, invoice, bill, collect unpaid rent and oversee rent collections. 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.

Prepare monthly financial reports related to invoicing status, open invoice values, open invoice quantities and occupancy on campus. Preparation of ad-hoc financial reports as requested.

Manage and oversee small parking lot leases (10 to 100 spaces).

Provide real estate market analysis, project analysis, and coordinating outside departmental support.

Coordinate due diligence activities, payments, closings. Coordinate and integrate support of University departments in the acquisition and disposition of real estate assets.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Act as the University's liaison with municipalities and seek ways to minimize real estate tax costs.

Lead department's annual budget development, monitoring and the mid-year budget review. Prepare projections and rent roll for department. Forecast revenue and expenses for University retail leases.

Create and manage invoices for commercial leases, real estate projects and other billings. Serve as a financial resource to University departments.

Create and distribute annual budget for general fund leases funded through the office of the VP Finance.

Establish, implement and maintain a complete commercial and retail lease database.

Maintain professional relationships and effective communications with University leadership, departments, third-parties and municipalities conducting business with and for the Real Estate and Asset Management Department.

Oversee payment of real estate taxes.

### **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 and billing, reading and reviewing complicated real estate leases, documents and reports. This classification receives work direction and guidance from a management level position.

### **MINIMUM QUALIFICATIONS**

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

Commercial real estate experience in leasing and development.

Demonstrated knowledge of generally accepted accounting principles.

Demonstrated experience performing accounting functions on computerized systems.

Working knowledge of and experience with Banner enterprise resources planning system 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.

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Ability to collaborate effectively with colleagues within the division and other departments to gain full understanding of the project and desired outcome; ability to produce high quality and consistent results.

Ability to evaluate, interpret, and present complex legal and financial information effectively in professionally prepared documents or presentations. Must possess a demonstrated attention to detail and follow through to complete projects to satisfaction.

Proficient with Microsoft Office suite (e.g. Word, Excel, PowerPoint, Outlook). Proficient in the use of the Internet.

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