



Vertical Bridge Job Description

Job Title:	CAM Lease Accountant	Date:	12/1/16
Department:	Finance	Location:	Boca Raton
Reports To:	Accounts Receivable Manager	FLSA Status:	Exempt

Purpose:

Responsible for maximizing tenant revenue for Common Area Maintenance (CAM) and related pass-through costs as provided for in real estate lease documents. Monitor and reconcile eligible costs, proportional allocations between tenants, necessary billing, analysis, and reporting.

Job Functions:

1. Provide annual CAM, TAX and Insurance billings and monitor proper record retention
2. Ensure tenants are being billed accurately, timely and efficiently in accordance with lease stipulations
3. Identify and abstract into the financial system revenue share obligations, utilities, fees, property taxes, or other obligations related to land leases.
4. Verification of lease compliance for all lease-related payments to the tenant, including base rent, percentage rent, operating expense(CAM), real estate tax and insurance obligations
5. Perform detailed analysis and reconciliation of invoices and annual operating expense statements billed to the tenant – handle all questions related to reconciliations
6. Perform review of annual operating expense statements and bill out to tenants their proportionate share of expenses
7. Calculate annual CAM budgets
8. Prepare and record entries for CAM and Real Estate Tax true-ups
9. Conduct audits of Year-End Common Area Maintenance (CAM), Insurance, and Real Estate Tax reconciliations; thoroughly review, interpret, and analyze all charges for accuracy, in accordance with lease documents. Directly responsible for dispute resolution with landlord for any identified discrepancies
10. Perform detailed analysis, review and approval of client invoices including annual operating expense and real estate tax reconciliations
11. Other projects and duties as assigned

Supervisory Requirements:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimum travel. High volume, fast paced – results oriented entrepreneurial environment.

Education and Experience:

1. Bachelor's Degree in Accounting or Finance required
2. Minimum 3 years' experience in Real Estate industry with clear understanding of commercial lease terms required
3. Minimum 3 years' experience performing tasks dealing with commercial real estate with an emphasis on lease auditing, lease administration, or lease accounting related to CAM and/or Operating Expense Reconciliations required
4. Required to have a clear understanding of lease language associated with Common Area Expenses to the tenant



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5. Required to understand and calculate CPI adjustments
6. Required to have strong detailed analytical skills, including above advanced Excel skills including pivot tables and v-lookups
7. Prior experience working with Dynamics AX, Great Plains or similar accounting system preferred
8. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively and to work with internal and external customers
9. Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions in a fast-paced environment.
10. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify high quality solutions

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