



## Vertical Bridge Job Description

<b>Job Title:</b>	Lease Abstraction Analyst	<b>Date:</b>	09/15/22
<b>Department:</b>	Finance	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Accounts Payable Supervisor	<b>FLSA Status:</b>	Exempt

### Summary:

This position is responsible for all functions related to the abstraction of ground leases as well as serving as a backup for activities related to the company payables.

### Job Functions:

1. Interpret, abstract, and enter ground leases and amendments into the Vertical Bridge database
2. Review/analyze previously abstracted leases to ensure accuracy
3. Analyze lease terms, commencement dates, expiration dates, renewal/non-renewal deadlines, and all other key lease dates
4. Collaborate with various departments to ensure continued accuracy of ground leases, including monthly escalations
5. Process landlord and vendor payments on a timely basis
6. Accurately review and code vendor invoices and verify that transactions comply with financial policies and procedures
7. Coordinate with internal teams to research, process and correct any vendor or payables data
8. Maintain complete and accurate vendor data
9. Prepare special analysis reports and reconciliations as necessary
10. Assist with various accounts payable related special projects as requested

*These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.*

### Supervisory Responsibilities:

None

### Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Candidate must have the flexibility to work additional hours.

### Education and Experience:

1. Minimum two-year associate degree preferred, preferably in business, or another related field
2. Minimum two years of experience in lease abstraction, or Asset Management, preferably in a related industry such as real estate, leasing, or telecommunications
3. Prior experience working with NetSuite or similar accounting system preferred
4. Proficient user of Microsoft Excel, Word, and Outlook
5. Attention to detail with strong problem resolution skills
6. Ability to work in fast-paced, high-growth changing environment
7. Effective in an entrepreneurial culture, working independently and as part of a team

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