Lease Accounting Coordinator

Job Description:

This Lease Accounting Coordinator position is assigned a group of stores to handle all things related to the tenant and landlord relationship. This requires an understanding of leases and related documents as well as communication with landlords and subtenants. Additionally, the position is responsible for the accounting aspects of leases including general ledger maintenance and reporting requirements. This is an entry-level position for this department.

Other duties also include:

- Processing communications from landlords/third parties.
  - This includes reviewing leases and related documents to ensure landlord is charging Pier 1 appropriately.
- Processing standing monthly payments.
- Performing accounting and general ledger duties including entering rents and other recurring payments into PeopleSoft and SiteSeer (lease management software).
- Performing accounting and general ledger duties including reconciling assigned accounts on a monthly, quarterly or yearly basis; creating journal entries to correct, reclassify, or record items; processing payments received from subtenants and landlord reimbursements; preparing monthly reports as assigned; calculating average rents and percentage rents.
- Communicating with landlords and other outside parties to resolve billing and other lease related issues. This includes meeting reporting requirements to third parties, estopple requests and other documents.
- Special projects as assigned.

Job Requirements:

- Some experience with real estate leases preferred
- College degree preferred
  - Accounting or Real Estate related
- Proficiency with Microsoft Excel and Word
- Ability to consistently meet deadlines
- Strong written and verbal communication skills
- Experience with lease management software, a plus