



## Accounts Receivable / Billing Administrator NewMark Merrill Companies Woodland Hills Location

### **THE COMPANY**

NewMark Merrill Companies, Inc. creates an environment for talented, innovative team members to excel in their area of retail real estate expertise. All our divisions including accounting, acquisitions, leasing or marketing have an active voice in fostering ideas that benefit our centers.

Recently named the 2nd fastest growing company in the San Fernando Valley, the 5<sup>th</sup> fastest growing private company in Los Angeles and one of Inc. Magazine's Top 5000 companies, NewMark Merrill is an established and reputable retail real estate firm.

It's not just about the rankings. With 80 community shopping centers encompassing 10 million square feet of retail experiences throughout California, Colorado and Illinois, NewMark Merrill is a partner with the customers, communities and tenants we serve. By integrating our technology and retail assets, we can make data driven decisions about the leasing, shopping patterns and customer traffic that drives sales for our tenants and profitability at our centers. We build a bridge from bricks to clicks.

Beyond the statistics, our centers are designed and operated to create meaningful retail experiences. Through targeted leasing we create a tenant mix for each center that caters to its customers, enhances the community and adds value to the neighborhood. We support our neighborhoods through events, community outreach, and being exemplary corporate citizens. NewMark Merrill takes its commitment to supporting surrounding the communities seriously. Our efforts include adopting local charities and helping them raise funds for their causes. We provide them with space to hold events and fundraisers. We provide many opportunities for our team members to participate in activities that support our communities.

The mission of NewMark Merrill Companies is to connect with our customers through community leadership and support, to create authentic environments in which our tenants have an unsurpassed opportunity to achieve the American dream, and to proudly share passion and knowledge with our team members, to inspire opportunity through creativity and imagination.

We look for people who want to challenge themselves, create something amazing and who aren't afraid to make mistakes in an effort to grow. If this sounds like you, we invite you to apply.

## **POSITION RESPONSIBILITIES**

- Responsible for entering cash receipts for 400+ tenants and ensure proper application.
- Responsible for entering all tenant charges such as utility bills, quarterly CAM billings, tax billings, regular tenant bill-backs, late fees, legal fees, etc.
- Assist with entering new leases and tenant information into the system for approximately 30 properties and approximately 500 tenants.
- Assist with reviewing lease abstracts and ensure correct set up in system.
- Review monthly rent-up report and make sure all charges are correct and in accordance to tenants' lease agreements.
- Work closely with Property Accountants to ensure all rent increases, percentage rents, and other tenant charges are processed before rent statements are generated.
- Post monthly rent charges and mail out statements by set-forth deadline.

## **REQUIREMENTS / PERSONAL CHARACTERISTICS**

- 3+ yrs experience in A/R and lease administration for retail shopping centers.
- Experience with MRI or Yardi property management software (MRI preferred).
- Be able to read and interpret commercial retail leases.
- Proficient in Outlook, Excel and Word.
- Excellent mathematical skills.
- Must be extremely organized and be able to work under pressure in a fast-paced environment.