



Job Title: Junior Finance Manager
Reports To: Senior Finance Manager
Department: Asset Management
FLSA Code: Exempt
Date Modified: August 2020

Job Purpose

The Junior Finance Manager will primarily be responsible for property-level operational accounting for a portfolio of properties located throughout the United States. The Junior Finance Manager will report directly to the Senior Finance Manager and work directly with Asset Managers, a Regional Director and indirectly with Corporate Accounting, to produce and maintain complete and accurate property-level accounting records for certain revenue and expense items.

Duties and Responsibilities

- Monitor accounts receivable balances and communicate with tenants and Asset Managers regarding payment inquiries and invoicing issues for collection.
- Assist with the preparation of tenant-specific bill-backs.
- Assist with year-end reconciliations.
- Oversee the creation of new vendors in AP system, request W-9's, maintain active vendor list.
- Run weekly and monthly AVID reports to monitor AP process to help ensure timely payments.
- Work with third-party managers to maintain AVID access.
- Manage and maintain the property tax database (ITAM).
- Ad hoc projects as assigned.

Qualifications

- Bachelor's degree in Accounting or related field.
- 2+ years of real estate property accounting experience.
- Working knowledge of accounting processes with focus on accounts receivable.
- Experience with the AVID, QuickBase, VersaPay, and MRI software packages.
- Extensive knowledge of Excel.
- Ability to read and interpret lease language.
- Good interpersonal, oral, and written communication skills.
- Ability to work independently and meet deadlines.
- Highly detail oriented.
- Team player who possess strong analytical and problem-solving abilities.

Working Conditions

Position does not require special working conditions. Employee works in an office setting utilizing a laptop provided by company.

Direct Reports

Position has no direct managerial responsibilities.

STAG has a strong commitment to equal opportunity in the workplace and believes in treating people with dignity and providing equal employment and advancement opportunities for all.

We encourage candidates who substantially, but not precisely match the job specifications to apply. Interested candidates should send their cover letter and resume when applying for this position.