



MIMCO^{INC.}

Commercial Real Estate Management & Investments

Job Posting – MIMCO Corporate Offices

Lease Administrator – Exempt position reporting to the Controller

MIMCO, Inc. is looking for a Lease Administrator to provide accurate and data based information on various facets of tenant accounting. The administrator will be expected to research and analyze financial information to help the company make well informed decisions and devise various reporting deliverables to stakeholders, including tenants.

Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assemble and summarize data to deliver annual tenant/property expense reconciliations, including
 - Tenant/Property reconciliations for tenants who move out or with leases expiring within the year
 - Handle dispute resolution for tenant reconciliations
- Enact retroactive billings for tenants, including, but not limited to, rents, taxes, insurance, and common area maintenance
- Audit tenant setup in our core system, Yardi
- Lease extraction and Yardi setup for new and renewed leases
- Account for tenant utility meter readings and ledger recording
- Due diligence work on property acquisition opportunities
- Drive process improvement and policy development initiatives that impact the function
- Other duties as deemed appropriate by manager and/or executive staff

Requirements

- Required Education
 - Bachelors degree in Accounting, Finance, or related field
- Minimum Skill Requirements
 - Proficient in spreadsheets, databases, MS Office and financial software applications. Experience with Yardi Voyager a plus
 - Outstanding presentation, reporting and communication skills
 - Proven organizational skills and ability to maintain various reporting obligations of large number of properties/entities
 - Real Estate experience preferred

Physical Demands

- Ability to sit most of the time using office equipment and computers, but may involve walking or standing for brief periods of time
- Ability to lift, push and pull a minimum of 20 pounds
- Ability to climb stairs in an office building
- Ability to read and communicate verbally, and in written form, in English

Compensation and Benefits

The salary for the Lease Administrator position is commensurate with candidate experience and qualifications determined by management of MIMCO, Inc. In addition, MIMCO, Inc. provides the following benefits to eligible employees:

- Health insurance coverage
- Short- and long-term disability plan
- Flexible spending accounts

Company Overview

MIMCO, INC. was founded in 1972 to provide real estate investment opportunities in El Paso, Texas. With over 45 years of experience in the real estate business, our portfolio has grown to include approximately 325 properties in Texas and New Mexico.

Our shopping centers range in size from 8,000 to 230,000 square feet and office/warehouse projects from 1,200 to 196,000 square feet. MIMCO currently has over 1,700 tenants many of which have multiple locations with us. Because MIMCO only manages properties in which we have a vested interest, we take great pride and extra care to ensure that our properties are well maintained and that our property management team is responsive to our tenants' needs. This strategy has been the key to our success, as it keeps our tenants happy and oftentimes leads to new opportunities to work with them again.

MIMCO is seeking new opportunities throughout Texas and the Southwest. Whether you are nationally recognized or just establishing your first business, with our open and responsive approach, we make deals happen. If you need a commercial location, build-to-suit, pad site or warehouse, MIMCO is your answer!

Equal Employment Opportunity

MIMCO, Inc. is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, disability or any other protected trait.