



University City Science Center Job Posting: Property Management Analyst

The Property Management Analyst serves as the primary liaison for information and reporting requests related to Property Management and Research Park, Inc. (RPI). He/she is also responsible for overseeing all accounts receivable services for the University City Science Center (UCSC) and its related entities. Primary responsibilities include providing the following services to RPI related to third-party property owner Ventas, Inc.: preparing monthly expense reports for variance analysis, reviewing monthly Management Fees calculations, collecting tenant utility data, creating invoices and responding to information requests. The Property Management Analyst will also review Accounts Receivable reports, prepare invoices, prepare delinquency analyses with commentary, coordinate collection efforts with Property Management, and provide guidance and oversight to the Accounts Receivable Clerk. The Property Management Analyst will provide some lease administration services and prepare monthly use and occupancy tax returns.

The Property Management Analyst has internal contacts with property management and fundraising staff and external contact with tenants and Ventas staff. This position has access to sensitive UCSC financial information and is expected to handle such information with integrity and professionalism. This position is expected to represent the UCSC in a professional manner.

The Property Management Analyst will report directly to the Senior Property Accountant. This position will participate in department activities as necessary.

Key responsibilities of this role include:

Property Management Support:

- Prepare monthly reporting package on Ventas properties for review by Property Management, including expense variance reports, rent roll, vacancy and aged delinquency reports.
- Prepare and voucher monthly Management Fee calculations for UCSC-owned properties and review calculated Management Fees for Ventas properties as prepared by their accounting team.
- Voucher and invoice monthly Salaries and Wages for all properties.
- Perform research needed for RPI information requests from Ventas accounting system, including posting/payment of invoices and recording of expenses
- Collect and report tenant utility data for Ventas properties
- Provide lease administration services to include new lease file set-up in MRI, update lease abstracts, process amendments, and process termination of leases. Respond to any questions related to lease administration.

Accounts Receivable Management:

- Regularly review aging report and prioritize collection efforts with past due amounts from 0-60 days; coordinate with Property Management on collection efforts with past due amounts exceeding 60 days.
- Oversee Accounts Receivable Clerk's work in the collection of past due amounts directly with tenants through negotiation and problem resolution.
- Oversee month-end closing responsibilities performed by Accounts Receivable Clerk.
- Serve as liaison to Ventas accounting team in application of rent payments to tenant accounts.

Other:

- Prepare use and occupancy tax returns and complete all related forms and complete check requests on a monthly basis. Respond to any communications from the City regarding tax forms.
- Respond to any tenant questions related to use and occupancy tax matters from internal and external sources.
- Prepare reports as requested by Senior Property Accountant and Property Management Team.

The successful candidate will have 7 years of experience to include property management reporting, accounts receivable and lease administration in a commercial real estate environment. Experience using MRI, Yardi, or other related property management accounting software, is preferred. A BS degree from an accredited university or college with a concentration in Accounting, or Business or equivalent related work experience is required.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

We are an Equal Opportunity Employer

Interested candidates should forward a resume and salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email resumes@sciencecenter.org.

About the Science Center

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond.

For more information about the Science Center, go to www.sciencecenter.org