



Job Title: Finance & Tenant Relationship Manager

Job Location: CityPlat HQ in Raleigh, NC

Job Classification: Full-time

Scheduling: Monday - Friday 8am-5pm

Are you an adept financial manager with a knack for nurturing tenant relationships? Do you thrive in dynamic environments where agility and a get-it-done attitude are key? RTP Asset Management is on the hunt for someone like you who can seamlessly pivot between accounts receivable/payable and tenant services, all while optimizing both existing and emerging systems. If you have a solid track record in commercial real estate and are eager to drive efficiency and innovation, you might just be the asset we need to elevate our operations in North Carolina.

CityPlat is looking for that special person who is proactive and can think ahead to anticipate the administrative needs of our Property Management team.

This boutique company seeks a friendly, outgoing, and self starting individual as full-time **Finance & Tenant Relationship Manager**. This is a great opportunity in commercial property management if you can act decisively, think big, and manage your time to meet deadlines in a fast-paced, high volume environment. Most importantly, you'll contribute to a diverse, supportive, and talented team.

What It Isn't:

If you're looking for a traditional corporate environment, with silos of responsibility where you only need to manage your one area and balance corporate politics, and one month looks pretty much like the last month, with the added certainty of that paycheck.... then, this is NOT the job for you.

What It Is:

If instead, you're looking for a job that is never boring, never monotonous, rather challenging and abundantly rewarding...

If you seek a small, teamwork atmosphere where you get to impact virtually every aspect of a growing business...

If you're looking for that company where your professional and personal growth never end...

If you're looking for an impactful role envisioning yourself still here upward and outward 10 years from now... then, this COULD be the job for you!

Where It Is:

This unique opportunity is located in Raleigh, North Carolina, specifically downtown. Our primary market focus is Raleigh-Durham, but our reach extends throughout North Carolina.

Primarily an in-office position given the exponential market trajectory. You will quickly get a deeper sense, this “administrative all-encompassing” role is critical to the Company’s success.

Core Values:

An ambitious team, establishing long-lasting professional connections and providing expertise in client services is key to our success. Together, we put intention into action on landmark projects and game-changing real estate initiatives. Do you have what it takes to join us?

- Commitment to Growth
- Passion For Real Estate
- Authentic Camaraderie
- Tenacious Persistence
- Humble Confidence

Responsibilities Include:

- Managing all tenant AR / AP and associated books.
- Process AP invoices and pay applications which includes data entry and GL coding. Review with Property Manager for approval and work with vendors to clear up any billing issues.
- Review and approve certain invoices for payment.
- Receive, post and deposit miscellaneous income.
- Manage third-party payables vendor.
- Monitor debt service information including amortization schedules, reporting requirements, statements, and payments.
- Review general ledger transactions to ensure coding is accurate and all ending balances tie out to supporting documents.
- Work with construction management and project management team to review job costing entries and invoices.
- Manage debit/credit card reconciliations between the property entities.
- Construction pay application management and oversight.
- Participate in year-end audit/tax preparation as required.
- Provide proactive financial statements and general ledger analysis.
- Work closely with the CFO & Director of Property Management to review potential double entries.
- Assist in preparing monthly financial reports for review and distribution to owners on Juniper Square.
- Responsible for compliance administration, including but not limited to the upkeep of all property management software, which includes maintaining company electronic records organized including leases, contracts, invoices, COIs, vendor W9s, and other documents relating to property operations.



- Own the work order system. Respond to tenant needs, ensure that problems are resolved promptly which may include dispatching vendors to handle building related issues, as appropriate.
- Oversee coordinating vendor services and supervise as needed.
- Draft and send all tenant and building related correspondence-emails.
- Organize quarterly tenant events and tenant satisfaction activities.
- Assist with move-ins & move-outs, including assigning keys, fobs & mailboxes, creating & distributing tenant manuals, and performing inspections, among other related tasks.
- Assist the Property Management team with vendor meetings/outreach, RFPs, bid analysis and contract execution.
- Perform regular onsite inspections of the portfolio and recommend maintenance & improvements as necessary.
- Ad-Hoc tasks / projects as assigned.

Requirements:

- Bachelor's degree in Accounting, Finance, or Business.
- 1-2 years of similar experience in a commercial real estate environment.
- Strong understanding of General Ledger system and Accounts Payable Processing.
- YARDI, RealPage commercial, AppFolio, or MRI experience. Quickbooks experience is a plus.
- Ability to demonstrate advanced oral and written communication skills as well as strong organization and time management skills.
- Experience in Microsoft office, Excel, event planning, reception, work orders, certificates of insurance, tenant interaction, and/or property management software preferred.
- Comprehensive understanding and use of agile work management tools.

Background & Profile:

You don't have to have experience and skills in everything you see here although both commercial and residential property management experience is greatly preferred.

Are you an accounting professional or teacher-educator of many years and looking for something more?

Are you a military veteran?

Are you a (soon to be) empty nester that managed kids through school, sports, activities, illnesses, puberty and adolescence, high school... somehow surviving that and getting them into college and/or out the door?

You might be surprised, you could be perfect for this job.

In Summary:

As you can tell from the style of this post, this is not a traditional opportunity. It's not a traditional corporation. It is instead a small group of real people dedicated to continuous growth, both as individuals and as a company and to our community.

To apply, please send a cover letter and your resume to info@cityplat.com.

Include *APPLICANT FOR FINANCE & TENANT RELATIONSHIP MANAGER* in the subject line.

All applicants are required to adhere to the laws and regulations of the North Carolina Real Estate Commission and Fair Housing Laws.