



REGENT PROPERTIES

CAM and Lease Administration Analyst

Phoenix, AZ | San Diego, CA | Dallas, TX

Principal Objective of Position:

The primary function of the CAM and Lease Administration Analyst is to run the CAM modeling process for both estimates and reconciliations on an annual and ad hoc basis. The selected individual will partner with each Property Manager and cause for the completion of the CAM process via collaboration and partnership with the property management team. The selected individual will also be the point person for all MRI Property management billing changes in the system and will ensure that information available in other locations within our business intelligence stack aligns with data in MRI. This individual will also assist in the budget planning and execution process in addition to ad hoc assignments as delegated via Head of Asset Management and the Head of Operations for Property Management.

Job Functions:

- Opportunity to join a growing real estate development and investment firm with a 30-year successful track record in direct real estate investments and value creation.
- Primary areas of focus include:
- Oversee CAM estimates, reconciliations, manage data inputs for lease administration charges, insurance COI tracking, annual budget preparation, and ad hoc assignments as needed.
- Day-to-day work includes:
- Running CAM models and collaborating with property management team on inputs to ensure CAM reconciliations and estimates are handled consistently, and in correspondence to agreed to terms in each lease.
- Review and input recently executed lease charges into property management system.
- Update insurance tickler to ensure that all certificates on file are being tracked and providing property management notification should an insurance certificate lapse.
- Assisting in the annual budget preparation process and assist property managers on their budget file, workbook, and inputs are all handled consistently and correctly in keeping with our budget process.
- Provide CAM training and budget training to recently onboarded property management staff.
- Conduct primary market research and analyses.
- Reporting directly to the Head of Operations.

Qualifications, Requirements and Skills:

- A minimum of 5 years of commercial property accounting experience in commercial real estate, property management or leasing, that resulted in preparing draft financial statements and resulted in a strong understanding of CAM estimates and reconciliations.
- Strong math and computation skills to compute accurate interest accruals, income and cost pro rations, percentage allocations and other basic financial formulas.
- Five years of experience involving regular and effective interfacing with department managers, ownership, property management, vendors, and other stakeholders.
- Attention to detail and a diligent and organized approach to preparing and archiving work-product are critical functions for this role.
- Ability to work under tight deadlines and rapid increase in volume
- Excellent people skills, with a service-minded, willing-to-help, and proactive attitude.
- Clear and effective communication

About Regent Properties

Regent Properties is a real estate development and investment company headquartered in Los Angeles, California with over \$1 billion of assets under management. Since its founding in 1989, the company has acquired, developed, and financed approximately \$3 billion in real estate transactions nationally, encompassing more than 21 million square feet of office, retail, residential, and mixed-use projects; in addition to 13,000 acres of master planned communities representing 31,000 lots.

For more information please visit: www.regentproperties.com

PLEASE SEND RESUMES TO:

recruiting@regentproperties.com

subject: Analyst, CAM and Lease Administration