

Position Profile

Title: Receivables Associate

Reports To: Manager, Accounts Receivable

Department: Accounts Receivable- Operations

To apply: kjones@smartcentres.com

Position Summary

Assist in the area of Accounts Receivable including collection of receivables, preparation of statements and reporting.

Academic/Education Requirements:

- College Diploma and/or Three-year Bachelor's Degree;
- Additional designation and/or certification would be an asset.

Required Experience:

- 3 to 5 years of experience in A/R;
- Good understanding of leases and recoveries;
- Well organized, flexible and ability to multi-task;

Responsibilities:

- The duties and responsibilities for this area include but are not limited to the following:
 - Responsible for the collection of outstanding receivables while utilizing the leasing, construction and accounting staff to assist in resolving tenant issues and concerns etc;
 - Review billings to tenants;
 - Preparation of tenant statements, letters, defaults etc;
 - Fulfill reporting requirements to internal persons and outside partners;
 - Attend receivables meetings, as required;
 - Special projects, as assigned;

Values

The Receivables Associate shall conduct him/herself in a *respectful* and ethical manner in representing the Trust's interests. The Receivables Associate shall demonstrate *entrepreneurialism* and behave like an "owner" in carrying out daily tasks and responsibilities; demonstrating creativity and resourcefulness in achieving desired results. The Receivables Associate must take *accountability* for decisions made and the Receivables Associate is expected to be a *team player* and work effectively with colleagues and associates in terms of input, sharing of ideas and working to achieve common goal