

 <p style="text-align: center;">BRA/EDIC EMPLOYMENT OPPORTUNITY</p> <p style="text-align: center;">LEASE/CONTRACT ADMINISTRATION MANAGER</p>	
<p>EMPLOYMENT STATUS: EDIC Employee</p>	<p>JOB POSTING: #36-14</p>
<p>DIVISION/DEPT: ADMINISTRATION&FINANCE/BUDGET &FINANCE 43 Hawkins Street Location</p>	<p>POSTING DATE: 8/18/14</p>
<p><i>*This job posting will remain posted for 10 working days until (8/29/14) before a hiring recommendation can be made*.</i></p>	

SUMMARY: Under the direction of the Controller, the Manager will assist the BRA/EDIC with its business and operational activities with an emphasis on lease/contract administration, tenant billings and data base maintenance/reporting.

- Manage all aspects of the lease/contract administration process.
- Assist in the selection of a new contract database, oversee/monitor/update all data and train employees.
- Review all contracts/leases/agreements to ensure covenants are identified, prepare abstracts and add information to database.
- Track all critical dates (expirations, options, payment triggers, etc.) and promptly contact appropriate business/finance leaders to advise them and provide a recommendation for next steps.
- Act as a chief liaison for client and landlords and work closely with internal managers to provide timely responses to lease/contract questions that may arise.
- Interpret complex commercial contract/agreement/lease language and attend to details.
- Prepare monthly lease/contract reports: status report, activity tracking report, financial payment schedules and other reports as needed.
- Lead monthly contract status report meeting.
- Identify all landlord related charges to ensure they are properly recorded and consistent with lease language; perform CAM/OPEX and R/E Tax reconciliations and bill additional rent when trigger points met.
- Identify all amounts in agreements to be billed, work with A/R Department to send out invoices and work with A/R, Finance, Legal and Operations to resolve delinquency issues.
- Identify all amounts in agreements to be paid and work with A/P Department to set up Purchase Orders and review invoices to contract terms.
- Store contracts/leases in central repository so they are accessible to all stakeholders.
- Request, monitor and process certificates of insurance and ensure they match contract requirements; monitor any other contract covenants to ensure
- Reconcile accounts with outstanding balances and work with external/internal clients to resolve disputes.
- Coordinate information among departments.
- Work closely with leasing operations
- Perform other duties as assigned by Controller/Director.

QUALIFICATIONS: Work requires a Bachelor’s degree in business, commercial real estate, accounting or similar field and a minimum of 7 years of relevant experience in commercial contract and real estate lease administration and/or paralegal, accounting or property management fields (Landlord side preferred). Working experience with commercial real estate leases, other real estate agreements and vendor/consultant contracts is required. Must have ability to lead and work proactively. Provide a high degree of professional customer service to both internal and external parties. Excellent written and verbal communications and organizational skills are needed. Must be pro-active with follow-through and follow-up with ability to, meet commitments and deadlines. Identify and address data gaps and data improvement opportunities in an effort to maintain the highest levels of data integrity. Must be able to work under pressure, deal with multiple deadlines, effectively handle stressful situations, and work with minimal direction/supervision. Proficiency with Microsoft Products, especially Excel, is required.

GRADE: 21

HIRING RANGE: \$65, 262.73 – \$80, 138.26

Submit resume/cover letter to: BOSTON REDEVELOPMENT AUTHORITY, HR
43 Hawkins Street, Boston MA 02114
E-Mail: Hr.BRA@Boston.gov
An Equal Opportunity Employer
BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.

