

Job Title

Assistant Property Manager

Reports To

Vice President and Director of Property Management

Purpose

Assist Property Manager is responsible in providing property management services to Endura Advisory Group clients through implementation of the Endura Advisory Group Code of Conduct and in compliance with the Management Agreement. Maintain accounting records and files, tenant files and current vendor files. Provide support and back-up to the property manager.

Accountabilities

- I. Assist in the development, communication and monitoring of property budgets on a timely basis in a manner that supports the financial expectations of the client and allows the property to remain within budget.
 - Assist input initial property budget drafts in a timely and professional manner.
 - Monitor compliance with established budget.
- II. Audit and code vendor invoices for payment in accordance with the client's accounting procedures. Invoices should be coded accurately with minimal errors in according to the clients' chart of accounts.
 - Review all vendor invoices for accuracy and in compliance with the vendor contract and the client's accounting procedures.
 - Prepare vendor invoices for payment.
 - Prepare vendor invoices for approval by property manager and issue to appropriate accounting department for processing. Ensure that this process takes place in an accurate and timely manner.
- III. Assist property manager prepare timely and accurate monthly variance reports as well as provide other financial reporting information as required by client.
 - Maintain and distribute all work orders. Review daily security and janitorial reports. Initiate follow-up action as appropriate and notify property manager of any problems or incidents.
 - Maintain Tenant and Vendor Certificate of Insurance.
 - Prepare monthly janitorial square footage logs.
 - Keep current reports on storage room leases, reserved parking, card access key logs, and utility logs
 - Bill tenants for reimbursable expenses – utilities, security, repairs and maintenance.
 - Answer incoming calls and distribute messages

Skill Requirements

- Minimum 3 years commercial/office building administrative assistant experience
- Bachelor degree in business, real estate or equivalent desired.
- Knowledge of Word, Excel, Windows, Yardi



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