

Decision Support Analyst

KANSAS CITY, MISSOURI

Purpose of Position:

To provide decision support materials to the Property & Asset Management team. Works in conjunction with Property Managers on operating expense control and scheduling of capital projects. Provides ongoing tracking and decision support reporting of legal issues impacting Property Management, Lease Modification Agreements, Kansas City, MO utility reporting requirements, and property management contract tracking. Also, oversees the Safety and Training program for all Field associates.

Typical Duties:

1. Review monthly Income Statement and Changes in Cash for all properties. Provide summary report on each with explanation of material variances.
2. Track all rent relief/rent abatement requests and ensure proper routing of all Lease Modification Agreements.
3. Track all legal issues impacting Property Management and provide monthly update reports to SVP. Coordinate assembly of discovery documents per direction of SVP and legal counsel.
4. In conjunction with Property Managers, re-forecast all property budgets in Q3 with recommendations on possible adjustments to CAM escrows.
5. In conjunction with Property Managers, track/coordinate all insurance claims and correlating inquiries. Provide monthly summary report to SVP.
6. In conjunction with Property Managers, track progress of all capital projects and impacts to cash. Provide monthly summary report to SVP to ensure planned capital calls and/or distributions are in line with budget.
7. Track/report utility consumption data to the city of Kansas City, MO.
8. Manage/track property management contracts for renewals and ensure accurate recording of renewal information and agreements.
9. Ensure all new hire, quarterly, and annual Safety training is completed for all Property Management field associates. Work with Sr. Property Managers on content for quarterly training subject matter.
10. Additional duties as assigned.

Work Relationships:

Position reports to SVP – Property & Asset Management and interacts on a regular basis with Property Managers and Property Accountants.

Minimum Requirements:

- Bachelor's degree in Business Intelligence/Analytics, Accounting, Business Administration, or another related field; MBA is preferred
- At least 2 years of Commercial Real Estate accounting and reporting experience
- Prior experience with MRI and/or Yardi financial reporting
- Ability to manage various ongoing projects with established reporting requirements

- Ability to sequence multiple project tasks for timely completion
- Ability to work effectively with limited direct supervision
- Ability to work with Property Managers and Property Accountants
- Excellent written and oral communication skills

Physical Requirements:

- Light lifting – up to 20 pounds
- Stationary work at a desk
- Talking on the telephone

Company Sponsored Continued Education Opportunities
We offer competitive wage/benefits package
No phone calls please - EOE/M/F/D/V – Principals Only

To Apply: Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to hr@copaken-brooks.com. Please indicate the position for which you are applying.