

Brookfield Properties  
Position: Lease Analyst  
<https://www.brookfieldproperties.com/>  
Chicago, IL

Brookfield Properties has an immediate need for a Lease Accountant at the corporate office in Chicago, IL.

At Brookfield Properties, the foundation of our success is firmly rooted in our people.

Our company is comprised of experts across a range of specialties who share a goal of ensuring our properties are continuously evolving to meet the needs of our communities and stakeholders. To meet this goal, we hire visionary, entrepreneurial talent who help us innovate and enhance our business. We build collaborative teams who value integrity, creativity and diversity.

Our teams operate an iconic portfolio of irreplaceable properties within the world's most dynamic markets. As one of the largest real estate services companies, we provide management and development expertise exclusively for properties owned by Brookfield Asset Management.

Our retail group operates destination, standalone retail real estate globally, including over 150 malls in the United States. Our regional shopping centers create a sense of place in the heart of the communities in which we do business: offering retail, lifestyle, dining and entertainment options.

### **Position Overview**

This position is responsible for mastering all phases of analysis, administration, and processing of all lease data and charges, including data verification, analysis and preparation of all billings, such as monthly recurring charges, real estate tax and percentage rent. Lease data is used by all areas of the company. As such, it is extremely important that the data be accurate and updated on a timely basis. The Analyst will gain a working knowledge of how JDE set-up impacts company-wide reporting and will comply with corporate and departmental policies and procedures. Overall, we seek qualities that display our company's core values which are Humility, Attitude, Do the Right Thing, Together and Own it.

### **Responsibilities**

- Complete all legal documents based on department guidelines, including abstraction, review, interpretation, input, and analysis of the information
- Reconcile, bill and analyze current and prior annual tenant real estate tax obligations in accordance with specific lease requirements
- Complete tenant billing recoveries for common area maintenance and utilities
- Process overage rent, including review of non-standard setup and completion of monthly billing
- Maintain all tracking schedules
- Work in conjunction with other departments to resolve tenant disputes and inquiries in a timely manner, including finance, legal, and accounting
- Prepare analysis of financial impacts related to co-tenancy inquiries
- Identify and escalate problematic lease language that is financially detrimental or difficult to efficiently administer
- Participate in due diligence for potential acquisitions
- Special projects as required

### **Qualifications**

- High School diploma or GED required
- Bachelor's Degree in Business Administration, Accounting or Finance preferred
- 2 years of commercial real estate experience preferred
- Naturally driven to meet expected deadlines
- Detail oriented
- Understanding of basic accounting and business principles
- Knowledge of Excel and personal computer software
- Good written and oral communication skills