

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Lease Analyst		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Properties, Realty Services/Leasing	Ministry Infrastructure
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job; covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Lease Analyst works independently as part of a team to take a lead role in providing analytical advice on lease contracts to Realty Services and Property Management Branches. All duties are to be performed within defined timeframes and procedures. Duties include but are not limited to: collection and reporting of statistical and financial data ; reconciliation of operating costs for payable and receivable leased space; monitoring and forecasting expenditures; processing a variety of financial documents; tracking lease contract expiry dates; processing invoices while ensuring compliance with the contract; preparing correspondence and, ensuring monies entitled to are received or billed within departmental deadlines, procedures and guidelines. This position also identifies problem areas in existing financial policies and procedures and recommends changes to improve efficiency.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- 1. PAYABLE LEASE ANALYST**
- Analyze audited statements of operating costs and property taxes submitted by the landlords and verify landlord's calculations according to generally accepted accounting principles (GAAP). Accurately interpret individual lease agreement and exercise judgement when determining appropriate recoverable and non-recoverable costs (i.e. landlord's work, capital items), or follow precedents to unique situations, and discuss findings with Strategic Business Support (SBS) Manager and Facilities Manager.
 - Request additional information (e.g. further breakdown of costs, amortization schedule, General Ledger), make required adjustments, and prepare documentation required for lease settlement of operating cost and property tax claims from landlords within the time frames prescribed in the lease (i.e., normally 60 days from receipt of audited statements).
 - Prepare complex correspondence (e.g. departmental letters, memos, forms, reports, tables, spreadsheets) in response to enquiries received by post mail, email, or telephone calls from contractors, landlords, colleagues, and other government departments.
 - Keep informed and record building issues impacting landlords' operating costs, paid tenant services invoices, and client requests.
 - Track all lease documents and supplements, and monitor lease expiry dates. Verify information in Building and Land Information Management System (BLIMS) to ensure all lease supplements are received and are in order.
 - Create/update lease claim sheets with cost information on an ongoing basis (e.g. new leases, changes to space, operating costs settlements, changes to multipliers, and annual tax searches).
 - In consultation with the Facilities Manager, set up the provincial Lease Payable Expenditure Budget forecast for the year with backup claim sheets to support historical information and current requirements. Update and report to the monthly Lease Payable Expenditure Budget forecast based on the actuals extracted from the Financial Business Information System (FBIS) and perform variances analysis and report to SBS Manager.
 - Identify complex and sensitive situations to the SBS Manager, discuss, and communicate the outcome with the landlord by phone, fax, e-mail, or letter.
 - Set up and maintain lease files in a confidential and secure manner; ensure the terms of the lease are not disclosed to third parties, including tenants, and user departments.
 - Maintain an up-to-date list of the landlord and tenant representatives, and a current active lease expiry date listing.
 - Update the payable lease reconciliation status tracking sheet to ensure the timely completion of the majority of leases in the portfolio.

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- Prioritize reconciliation of lease operating costs and taxes based on dollar amount and political sensitivity to deliver high level service and achieve the most accurate possible forecast by the third quarter of the fiscal year.
- Undertake periodic inspection of landlord financial records (i.e., general ledgers and adjusting entries) to confirm compliance with the lease with respect to recoverable operating costs and property taxes. Discuss findings with Facilities Manager, settle discrepancies, and adjust operating costs settlements if required.
- Undertake reconciliation of lease payments, and communicate adjustments to the Leasing Unit or landlords as required.
- Calculate and recommend year-end payable lease claims and revenue accruals. Revenue and expenditure accruals are set up at year-end to recognize revenue in the correct period. Enter approved accruals into appropriate computer system (either FBIS or Contract Management System (CMS)). Once transaction is established, instruct Finance to write off balances.

2. RECEIVABLE LEASE ANALYST

- Calculate annual proportionate share of Operating Costs and Property Taxes by extracting year to date building costs from FBIS and from grants-in-place of taxes (GIPOT) statements.
- Assist with collection of any outstanding amounts resulting from non-payment of rent and/or operating costs, property tax invoices, and referrals to Crown Debt Collection.
- Reconcile customer accounts in cases where there is a discrepancy between Realty Services' and Finance's records.
- Monitor expiry dates and the Receivable Lease Portfolio and Revenue Forecast report by tracking all revenue generated for receivable leases and supplements for new space or changes in existing space. Use this information to update the Revenue Forecast Report generated for Leasing Director.
- Review the monthly Invoice Detailed for Rentals Report, and the Receivable Lease Portfolio and Revenue Forecast Report to ensure billings are set up.

3. GENERAL ADMINISTRATION

- Assess the nature and sensitivity of inquiries, requests and complaints from landlords and various levels of government and either responds directly or gathers relative information and refer to the SBS Manager. This may involve consulting with various professional and management staff to gather information, composing correspondence, and resolving issues.
- Utilize data / information and processing skills as well as gained knowledge / training of related software programs to develop and redefine forms, tables, reports, databases, and spreadsheets.
- Track due dates and administer day-to-day bring forward system.
- Manage flow of correspondence through to various stages (i.e., obtaining appropriate signing authority, etc.).
- Compile relevant financial transactions, and other documentation. Accurately code data for filing and ensure information is readily available for decision-making, phone inquiries, or report preparation. Administer retention and disposal of files as per departmental established procedures.
- Provide knowledge and guidance to new team members.
- Provide cover-off for other Lease Analysts within Realty Services.

4. SPECIAL PROJECTS, TASKS, COMMITTEES

- Actively participate in updating Lease analyst manuals as required.
- Based on feedback from staff, identify problem areas in procedures that are having a negative impact and recommend changes.
- Identify problems encountered with computer programs or system data. Test new systems for enhancements as requested.
- Actively participate in team building activities including team meetings, initiatives, United Way and Wellness at Work.

5. PROVIDE INFORMATION AND GUIDANCE TO COLLEAGUES IN PROPERTY MANAGEMENT, LEASING, GOVERNMENT DEPARTMENTS and THE PRIVATE SECTOR

- Provide ongoing support to various stakeholders on policy and procedure, interpretation in respect to contracts, and general financial policies and procedures such as reviewing spreadsheets and forms, interpret contract clauses as required, and deal with outside parties (landlord, financial institutions, etc.) regarding contracts.
- Assist staff with navigating through computer systems such as IMAGIS Production and IMAGIS Reporting.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- The Lease Analyst works independently and shows initiative in adapting to an unpredictable environment. Must be able to assess the sensitivity of individuals and situations, and act accordingly. Originality and creativity, strong administrative, communication, interpersonal, and decision-making skills are required. Sound knowledge of

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accounting procedures and a broad working knowledge of contract administration are also required. Knowledge of public sector activities, property management program services, and a comprehensive understanding of current computer software programs are necessary.

- An important function of this position is the administration and interpretation of several large, complex and diverse contracts. Working closely with high profile building tenants requires a high level of interpersonal and diplomacy skills. This position performs independent research of contracts, leases, and other documentation to interpret contractual obligations as well as processing invoices based on established guidelines, and settling year-end lease cost recoveries.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Grade 12 diploma with sound knowledge of accounting principles, budget preparation, and several years of related experience and / or an equivalent combination of education and experience.

Knowledge: Must have proficient written and oral communication skills and the ability to recognize and analyze costs. Proficient computer skill using various software (e.g. Windows, MS Office, Excel, Outlook, PowerPoint). Knowledge of government programs (e.g. FBIS, CMS, IMAGIS, BLIMS, etc.) is preferred though not necessary. Position requires knowledge of leasing and real estate contracts as well as knowledge of government and department policies and procedures.

Responsibility: Position requires strong administrative, communication, organizational, interpersonal, and multi-tasking skills with the ability to deal with change, be flexible, work independently and in a team environment, and have excellent analytical skills.

Creativity and Problem Solving: Excellent organization, coordination, and time management skills along with the ability to use judgement in negotiating and resolving conflicts (e.g., operating costs exclusions for lease contracts and work not funded under tenant services contracts).

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (see Writing Guide [Pages 14-15](#)).

- For all aspects of the Lease Analyst position, a large variety of individuals / organizations are contacted on a daily basis, some of which include considerable interaction (verbally and in writing). A high level of interpersonal and diplomacy skills are required to seek clarification or information necessary to develop recommendations, set-up contracts, monitor forecasts, and reconcile year-end recoveries.
- Communicate with Municipal Affairs regarding GIPOT, and Taxing Authorities (e.g. City of Edmonton) regarding land and building taxes and assessments, tax appeals, and account status.
- Provide information to the Leasing Unit regarding rent payment and operating costs issues particularly during lease negotiations.
- Provide the Leasing Unit with timely and accurate information for Estoppels.
- Communication with Finance and Service Alberta regarding policy and processing invoices and payments vouchers, and reconciling outstanding amounts.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#)).

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

- Last job description was dated June 9, 2017.
- Minor rewording to update the job description upon transfer from Property Management Branch to Realty Services Branch.
- Removal of Section 3 under Roles and Responsibilities - CONTRACT ADMINISTRATION. This responsibility will

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remain with Property Management Branch. Responsibilities remaining with include:

- Assigning contract ID's, and entering contract information into CMS.
- Assembling and preparing tender documents for tenant service contracts.
- Reviewing financial and contractual documentation to ensure completeness.
- Reviewing and verifying Tenant Services Contract (TSC) invoices to ensure funding according to the TSC funding guidelines.
- Monitoring outstanding balance in CMS to ensure amendments are completed and when required.
- Overseeing non-invoice turnaround payments for the area and make recommendation to Facilities Manager for payment.
- Reviewing contract invoices ensuring the charges are consistent with the terms of the contract, the documentation meets financial control requirements, and reconciling detailed backup totals to arrive at payment amounts.
- Preparing monthly Operations Expenditure Forecast through reporting FBIS account balances, and IMAGIS financial transactions.
- Act as an Administrator of the Work Order Request System (WORTS).

ORGANIZATION CHART:

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

_____	_____	_____
Name	Signature	Date

Executive Director

_____	_____	_____
Name	Signature	Date

Division ADM

_____	_____	_____
Name	Signature	Date