

Property Financial Manager

San Francisco, CA

Columbia Property Trust is currently seeking a **Property Financial Manager (PFM)** for our **San Francisco, CA** office. The Property Financial Manager is responsible for the general administration and financial management of the property and will typically be based at the property.

Key Responsibilities:

- Financial management of the property, including preparation of the annual budget (in partnership with the Property Manager), preparation of periodic financial reports, management of AR/AP, preparation of monthly accruals, administration of tenant collections, tracking and management of operating expense variances, preparation/review of annual operating expense and real estate tax reconciliations, application of unapplied cash and management of other property financial matters as required.
- Coordinate with the Asset Management team and third-party consultants to support the real estate tax appeal process.
- Assist Property Manager with review and preparation of tenant default process as required.
- Coordinate with the corporate accounting department to ensure timely and accurate production of property financial reporting.
- Coordinate with the property's Tenant Engagement Manager and building engineering team on tenant collections, service vendor billing questions, work order administration issues and other matters requiring team involvement.
- In conjunction with the Operations department, coordinate and oversee local and regulatory filings and permits.
- Oversight and/or production of tenant utility billings.
- Collaborate with the Lease Administrator to ensure proper lease documentation, tracking of critical dates and notice management.
- Participate in periodic financial reviews of property performance with CXP senior management as required.

Essential Functions:

- Financial management of the property.
- Oversight and/or production of tenant utility billings.
- Collaborate with the Lease Administrator to ensure proper lease documentation, tracking of critical dates and notice management.

Competencies:

- Ability to multi-task and work well in a team.
- Must be proficient in Microsoft Office.
- Must have excellent verbal and written communication skills.
- Must be a self-starter, self-disciplined, and highly organized.

Required Education/Experience:

- Undergraduate college degree required.
- Minimum four years of progressive experience in commercial real estate management in an office REIT environment, with emphasis on financial management and administration.
- Strong experience in property budgeting and financial reporting, including expense variance analysis, expense reconciliation and base year calculation.
- Familiarity with commonly used software applications used in commercial real estate management, including MRI, Building Engines, HqO and VTS.
- Applicants must be authorized to work for any employer in the US.

Preferred Education/Experience:

Hospitality industry background preferred.

Travel Required and Percentage:

Less than 5%.

Physical Demands

The worker is sitting most of the time but will often include tasks involving light work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The worker may need to visit construction jobsites to review the progress of work, meet with the project management staff, lender inspectors and related parties. These visits may require the use of protective equipment and may entail visiting jobsites where agility is required to move around the site.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Company Background

Columbia Property Trust creates storied properties for legendary companies in New York, San Francisco, Washington D.C., and Boston. The Columbia team is deeply experienced in transactions, asset management and repositioning, leasing, development, and property management. It employs these competencies to grow value across its high-quality, well-leased office portfolio and properties under management for private investors and third parties. Columbia is traded on the New York Stock Exchange under the ticker symbol CXP and has investment-grade ratings from both Moody's and S&P Global Ratings. For more information, please visit www.columbia.reit.

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.