

Position Profile

Title: Revenue Associate
Reports To: Revenue Supervisor
Department: Operations
To apply: kjones@smartcentres.com

Position Summary:

Assist in the area of Accounts Receivable including depositing cheques, posting receipts and filing.

Academic / Education Requirements:

- College Diploma and/or Certificate 1st, 2nd level CGA, CMA or equivalent.

Minimum requirements:

- Minimum of 1 year experience in cheque/receipts environment;
- Well organized;
- Flexible;
- Able to multi-task.

General Job Duties:

- The duties and responsibilities for this area include but not limited to the following:
 - Responsible for the day-to-day preparation of deposits for all cheques;
 - Posting of all receipts to tenant accounts and specific General Ledger accounts in Yardi;
 - Filing of cash receipts;
 - Ensuring that tenant accounts are kept clean;
 - Special projects, as assigned.

Expectations:

Values

The Revenue Associate shall conduct him/herself in a *respectful* and ethical manner in representing the Trust's interests. The Revenue Associate shall demonstrate *entrepreneurialism* and behave like an "owner" in carrying out daily tasks and responsibilities; demonstrating creativity and resourcefulness in achieving desired results. The Revenue Associate must take *accountability* for decisions made and the Revenue Associate is expected to be a *team player* and work effectively with colleagues and associates in terms of input, sharing of ideas and working to achieve common goal.