

Our commercial retail and office portfolios are expanding and we are seeking an additional Team Member on our Property Management Team as a **Lease Analyst**.

Responsibilities and Duties

This position will be responsible for a portfolio of commercial properties, interpreting lease language, performing abstracts and audits, conducting financial analysis, computing cost analysis, operating expenses, CAM and real estate tax reconciliations, estoppel preparation, utility billing, and assist property managers with annual budget preparation for the portfolio.

Qualifications and Skills

If you enjoy financial analysis and the reading the details of leases you will enjoy the challenge of this position. This position requires a high level of detail and is deadline driven. Also requires an advanced level of excel, knowledge of YARDI/YARDI Payscan, lease administration or accounting with financial analysis experience preferred. Excellent communication, both written and verbal, as this position interfaces with property managers and tenants. Bachelor's degree in Business or Finance preferred.

Benefits

This full-time position works in Virginia Beach Corporate office and includes a comprehensive benefits package including; 401(k), 401(k) Match, Medical and Dental insurance, Vision, EAP, Life and Long-term Disability insurance, and Paid Time-off.

**** Must pass background and drug screening****

For consideration please send resume and include salary requirements.

We are a Drug Free and Equal Opportunity Employer

Divaris Real Estate, Inc./Divaris Property Management Corp. is headquartered in Virginia Beach, VA with offices in Newport News, Norfolk, Richmond and Roanoke, VA; Charlotte, NC; and Washington, DC. Divaris Real Estate and Divaris Property Management Corp. are divisions of The Divaris Group, an international real estate brokerage and property management company that currently manages and/or leases in excess of 36 million square feet of prime office, retail and industrial space from New Jersey to Florida. Gerald S. Divaris is Chairman of the Board, and Michael B. Divaris is President of Divaris Real Estate, Inc. www.divaris.com