



Job Description: Commercial Team Administrator  
FLSA Status: Non-Exempt

InCity Properties Holdings, Inc. ([www.incityinc.com](http://www.incityinc.com); "InCity") is an expanding Puget Sound-based real estate property and asset management company managing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size and complexities. We are responsible for the day-to-day operations and the preservation & enhancement of our clients' properties. Our mission is to maximize the return on investment for the owners while always being fair and objective to the tenants - the satisfaction of both the tenants and owners is key to our mission. As InCity continues to grow, the guiding principles of accountable service remain the core component of our philosophy.

The Commercial Team Administrator position is currently responsible for four key roles within the commercial portfolio: To manage accounts payable process, track accounts receivable, assist in the lease administration process, and assist with compliancy of commercial processes and procedures. The ideal candidate must be extremely organized, has excellent customer service skills, is detailed oriented, and is able to jump between various tasks while maintaining accuracy. As this role has many duties, being able to prioritize is critical as well. This role will communicate frequently with outside parties of our company, and therefore must be professional, courteous, and always convey InCity's values.

#### General Duties and Responsibilities

- Sort all incoming invoices for distribution to corresponding managers; Process specific invoices for payment; Assist in resolving any AP issues; review all coded/approved invoices for accuracy prior to payment.
- Run and track Accounts Receivables for the team
- Perform office administrative tasks; answer phone calls and forward messages accordingly, maintain organization and cleanliness, file paperwork, scan documents, etc.
- Manage the commercial lease administration process - ensure all leases are properly executed and entered into our property management software and shared drive
- Assist in portfolio audits and improvement in commercial processes and procedures
- Provide general support to all team members as needed

#### Basic Required Qualifications

This position will have the following experience and attributes:

- A minimum of a High School or equivalent education
- Proficient in Microsoft Office 365 (word, excel)
- Excellent written and oral communication skills
- Excellent analytical and organization skills
- Expert in multi-tasking and triaging prioritization
- Ability to maintain performance at a high level during stressful situations

#### Preferred Experience:

- Experience in Accounts Payable / Accounts Receivable
- Experience in commercial or residential property management
- Experience in AppFolio property management software

Compensation: DOE

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**Interested Candidates:** Interested individuals should send a resume and compensation expectations to [resume@incityinc.com](mailto:resume@incityinc.com)