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# Example of Lease Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of lease analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lease analyst

* Provide backup documentation and ensure complete audit trail to support applicable changes
* Identify and review exceptions with peers and escalate to Manager as necessary
* Collaborate with the Land Management, Legal, Landlord Relations, and Finance departments to implement and/or support process improvement and develop best practices
* Review and interpret tenant or land agreements for key business terms required to generate tenant billing or land payments
* Review and identify key business terms for tenant or land leases on acquired sites
* Stay informed of current company practices and guidelines, including straight line rules, master lease governance, and commencement date determination, to administer lease documents appropriately in Oracle system
* Audit tenant or land lease documents to validate billing or payment history, identify necessary billing or payment adjustments, complete paperwork to support these changes, and communicate results of analysis
* Enter key lease data points and billing or payment information into the Oracle system through double-blind entry process ensuring abstracted values are accurate and the process is timely
* Administer first call with customer to confirm key lease data points before billing is generated
* Administer calculations of revenue share payments, government fees, property taxes, or other obligations related to tenant or land leases

## Qualifications for lease analyst

* ACCA, ACA, RA, CPA (Active Licensee Preferred)
* Solid technical accounting expertise, US GAAP preferred
* Ability to review contracts and interpret legal terms
* Able to communicate with senior management (Directors)
* Must have the highest ethical standards and personal integrity
* Review workload reports and/or trackers to identify assignments and prioritize