

## **Sr Auditor – Lease Administration**

### **PURPOSE AND SCOPE:**

The Sr Auditor – Lease Administration role is responsible for auditing Common Area Maintenance (CAM) and other charges related to facility leases, ensuring the Company pays only the portion of costs allowed per the lease agreements. This position is responsible for reviewing, analyzing, auditing and processing all assigned Landlord reconciliations related to Common Area Maintenance (CAM), as well as other assignments, to ensure overall charges are in full compliance with the lease agreements, while minimizing costs to the Company.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Perform audits of Common Area Maintenance (CAM) charges, and other estimated facilities related charges paid to landlords
- Review and analyze lease language to ensure charges incurred are appropriate per the terms of the lease agreements
- Process variable payment reimbursements to landlords for operating expenses not being reimbursed through monthly escrows
- Perform assessments on the reasonableness of estimated payments to ensure they are as close to the actual amounts as possible
- Engage in cost minimization by alerting management to areas of potential savings
- Perform reviews of current monthly escrow payments being made to landlords and update as necessary based on landlord's budget
- Perform analytical procedures around lease related costs for reasonableness and reports anomalies to management
- Compiles and summarizes audit findings and communicates to landlord to resolve discrepancies
- Communicates findings to internal stakeholders / business partners when needed
- Reviews and complies with the Code of Business Conduct and all applicable company policies and procedures, local, state and federal laws and regulations

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Involves work at a general office environment which includes periods of sitting at a desk and operating a computer up to 8 hours a day
- Limited Travel may be required

### **SUPERVISION:**

- No direct supervision

### **EDUCATION:**

- Bachelor's Degree in Accounting, Finance or Business Administration required; Prior experience working in Audit, Accounting, Real Estate Audit, Lease Accounting and/or Lease/Contract Administration is preferred

**EXPERIENCE AND REQUIRED SKILLS:**

- 3 – 7 years related experience; or an advanced degree without experience; or equivalent directly related work experience.
- Must be proficient in MS Word, and Excel, as well as other similar computer programs
- Ability to work independently and in a team environment
- Relevant experience in a fast paced, multi-project, operational environment, a plus
- Strong analytical skills and attention to detail
- Strong communication skills
- Strong written and verbal skills
- Detail oriented, dependable & reliable
- Ability to understand and interpret Real Estate terminology
- Requires excellent time management skills

**EO/AA Employer: Minorities/Females/Veterans/Disability/Sexual Orientation/Gender Identity**

**Fresenius Medical Care North America maintains a drug-free workplace in accordance with applicable federal and state laws.**