

**Lexington Realty Trust
Job Description**

Job Title:	Accounts Receivable Associate
Department:	Accounting
Reports to:	Accounts Receivable Supervisor and Controller-SVP
Indirectly reports to:	Chief Accounting Officer and Chief Financial Officer
Duties:	<p>Performs general accounts receivable duties and responsibilities including, but not limited to:</p> <ol style="list-style-type: none"> 1. Reconciling AR billing to lease profiles and general ledger. 2. Researching billing and rent receipt discrepancies. 3. Coding and processing monthly billings & recording tenant and non-tenant receipts in MRI. 4. Performing bank reconciliations. 5. Provide bank balance, receipts and AR related information to other departments as needed or requested. 6. Working with and providing information to auditors and consultants. 7. Assisting in 1099s preparation at year end. 8. Filing and maintaining records and documents. 9. Reconcile AR ledger to general ledger. 10. Duties as assigned by Accounts Receivable Supervisor and Controller-SVP.
Equipment and Software Used:	General office equipment, including fax machines, copiers, telephones, EXCEL, MS Office, MRI, and various Bank System.
Experience and/or Education Required:	Associate's degree or equivalent from two-year college or technical school is desirable; minimum of 5 or more years solid accounts receivable experience in a commercial real estate is required.
Skills and Abilities Required:	Good communication and math skills, detailed oriented, take charge attitude, independent thinker, a motivated team player that enjoys working in a fast paced environment. Good working knowledge of MRI a strong plus.