



**MELVIN MARK**  
EST. 1945

# JOB POSTING

**JOB TITLE: Systems Applications Analyst**

EXEMPT

NON-EXEMPT

**DEPARTMENT: Accounting**

**SALARY: DOE**

**REPORTS TO: Sr. Accounting/IT Manager**

**POSTED: September 2024**

## ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of more than 3.7 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Investors, and Melvin Mark Brokerage Company.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental/vision, professional development, parking, an annual TriMet pass and much, much more! Our employees seem to enjoy being part of the Melvin Mark team. Are you interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at [www.melvinmark.com](http://www.melvinmark.com).

## JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job or job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

The Systems Applications Analyst is a hybrid role that interprets complex business problems within the accounting/IT area of our company. This individual will also provide technical expertise in identifying, evaluating, and developing systems and procedures that are cost effective and meet user requirements. They will plan and execute unit, integration and acceptance testing; and create specifications for systems to meet business requirements. They will design end-user materials and provide training to users in the area of automated systems. Systems administration is another important component of this job.

## ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable and denote with an asterisk. Essential functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

- Assist with system administration for key systems including Yardi (Voyager, Commercial Café, Vendor Café, Elevate, etc),
- Microsoft Office (Outlook, Word, Excel, PowerPoint), VoIP, as well as other desktop and mobile applications
- Assist with planning and support of software application upgrades and new system initiatives
- Develop training documentation and train accounting, brokerage, and operations staff in the applications and accounting procedures
- Provide system support and troubleshoot system issues with application vendors and consultants, as needed
- Provide application support to end users
- Knowledge and ability to support transaction and staff accounting positions
- Assist with banking/treasury management and vendor management
- Act as liaison with client accounting and management personnel as applicable
- Other duties as may be assigned

## CORE COMPETENCIES

Describe the core competencies of this job. Include the *key characteristics or competencies* which are required to achieve success in this job.

- Provide a high degree of customer service with internal users and external customers
- Excellent verbal and written communications
- Attention to detail, accuracy, timeliness, and deadline oriented
- Ability to quickly learn new application systems and train others on their use
- High degree of professionalism and the ability to plan and anticipate business needs
- Able to work under pressure, deal with multiple deadlines, work with minimal supervision and well organized

## KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Proficient in Excel, Word and Adobe Acrobat
- Proficient in Yardi, MRI or other similar property management application
- Understanding of recovery calculations, budget process and commercial real estate accounting concepts
- Bachelor's degree in accounting or equivalent providing similar knowledge
- Five (5) years of experience in accounting, preferably in commercial real estate property management environment

## JOB CONDITIONS

This position must be able to remain in a stationary position 50-70% of the time. The job requires constant operation of computer. Occasionally needs to move computer equipment and lift up to 50 lbs., as well as move under desks and around company's server room to plug in equipment. Must be able to assess large amounts of data using a variety of software applications and communicate clearly and concisely with all contacts.

Work-from-home for this position is *up to* 50% of the time.

## HOW TO APPLY

Please send resumes and cover letters to:

**Kim Barnett, VP of Human Resources**

[kbarnett@melvinmark.com](mailto:kbarnett@melvinmark.com)

No phone calls, please

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.