

JOB DESCRIPTION

Position Title	Department	Reports to
Assistant Manager	Property Management	Property Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	7/1/2015

POSITION SUMMARY

To assist the Property Manager as directed. Must be ready to assume the role of Property Manager should the need arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Accounts Receivable:

- Collection of all rent and scan all monies due to the bank daily.
- Post all income to MRI and daily and update MDR. Keep all resident ledgers updated daily.
- Must have a working knowledge of Resident Connect and the ability to troubleshoot any problems.
- Printing and maintaining all computer reports and ensure timely delivery in accordance with the Property & Procedural manual.(income, move-ins, move-outs, NSF, delinquency report, charging for new month and vacancy report)
- Contacting tenants in regards to all legal notices including the 3 day, 5 day, 7 day or specific to the state, NSF checks and eviction filings after approval by Property Manager. (going door to door, phone etc)
- Communications with Regional/Corporate office in regards to income issues.
- Processing all security deposit refunds in computer and to the corporate office.
- Send former tenants past due accounts for collection.

General/ Reports:

- Maintain the delinquency report on a daily basis and fax/scan at the times required by Management.
- Make sure the market survey is completed and sent to the Regional Manager by the 15th of each month.
- Ensure PSR (Property Status Report) is completed and received on time.
- Outreach marketing and updating all online ads.
- Perform all functions of leasing consultant in their absence.
- Complete special incident reports as needed in Property Manager's absence.
- Comply with all federal and state fair housing regulations.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Must have a high school diploma. Need to be able to multitask daily activities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Must be able to remain at a desk for a period of up to 8 hours. Must be able to walk property for a period of up to 8 hours in various weather conditions. Must have the ability to climb stairs.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.