



## **Rent Processor**

**COMPENSATION:** \$13.00 per hour, 40 hours a week, Medical, Dental and Flextime after 90 days, Vacation and Holiday after 1 year.

## **POSITION SUMMARY:**

The Property Management Rent Processor performs multiple tasks necessary to ensure consistent operation of Property Management Account Receivables and Accounts Payable. The Property Management Rent Processor is called upon to function in the following areas:

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process all rents.
- This includes receiving rents from account and making sure they are acceptable to be processed.
- Tracking all rent payments on an excel spreadsheet and in the data base for current and past tenants.
- Returning any unacceptable payments to agencies or tenants.
- Writing notices for non-payment of any account billing, including rents by the deadline.
- General office duties such as; answering phone, filing, data entry and use of basic office equipment.
- Keeping a phone contact log at all times.
- Communicate with agencies and tenants (oral or written) regarding; rents and rules.
- Multi-task, write clearly, spell correctly, pay attention to detail and be organized.
- Generate reports in excel and data base by their deadlines.
- Process paperwork and occasionally attending court evictions for non-payment.
- This includes filing with agency for courts evictions with proper paperwork.
- Gathering all documents for an attorney.
- Being present during a court trial as a witness of the non-payment with the documentation.
- Process rental references for current and past tenants.
- Creating payment agreements for current account bills. (not rent)
- Process and mailing rent increase or rent decrease letters to agencies and tenants.
- Ability to keep confidential information in regards to record keeping
- Process move ins and move outs in spreadsheets and data system

## **REQUIRED QUALIFICATIONS**

- High School diploma or GED
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Proficiency with Microsoft word and excel software

## **REQUIRED QUALIFICATIONS (cont.)**

- Knowledge and ability to operate general office equipment and telephone systems
- Ability and willing to work cooperatively with, supervise, and train others
- High degree of discretion dealing with confidential information

- Ability to prioritize tasks to meet strict deadlines
- Exceptional well organized
- Communicate well with people from all life styles
- Maintain work area keeping clean and free from clutter
- Accounting skills, may be asked for proof skills
- Work Mon.- Fri. 8:30am-5:00pm

If you feel you are qualified and want to apply for this position:

You MUST submit a St.Vincent De Paul (SVdP) Job Application <http://apply.svdP.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.