



RENTAL MANAGER

PURPOSE OF THE POSITION:

The Rental Manager position is responsible for overseeing the processes involved in the rental units and operations. The Rental Manager must comply with established policies and procedures.

SCOPE:

The Rental Manager reports directly to the VP of Property Management and is responsible for overseeing rental units and operations. This includes, but is not limited to, ensuring positive tenant relations, coordinating and recording rent and tenant charges, daily deposit of receipts, paying invoices, disbursements related to property operations, preparing monthly financial reports, sending courtesy notices, eviction processes, tenant tours, maintaining records on tenant lease terms and maintain BYU approval status of rentals (for rentals in Provo).

WORK EXPERIENCE:

Prior book keeping experience. Experience enabling manager to obtain licenses and certification. Prior experience managing confidential information in an appropriate manner. Thorough understanding of financial reporting. Prior rental or leasing experience preferred. Must be a licensed real estate agent.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

This position requires knowledge in the following areas:

- Knowledge of financial reports
- Ability to maintain a high level of accuracy and organization dealing with tenant accounts and correspondence

Skills:

The incumbent must possess the following skills:

- Time management skills
- Detail oriented, highly organized
- Strong oral and written communication skills,
- Ability to multi-task and prioritize
- Attention to detail and follow through

- Experience supervising staff
- Computer Experience (Microsoft Office and Windows platform)
- Customer focused
- Pleasant demeanor
- Good sense of humor

Personal Attributes:

The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be flexible
- Demonstrate sound work ethics

WORKING CONDITIONS:

Physical Demands

The Rental Manager may spend long hours sitting and using office equipment and computers but will also require walking community inspections. This position also requires some lifting of supplies and materials from time to time.

Environmental Conditions:

This position is located in a busy, open area office. The incumbent will be faced with interruptions and must meet with others on a regular basis.

Mental Demands:

There are a number of deadlines associated with this position, which may cause stress. The incumbent must deal with a wide variety of people on various issues.