

# Job Description: Accounts Receivable Lease Enforcement Clerk

## Section 1: General Information

**Company Name:** A L Burke Inc  
**Division:** Office Personnel  
**Department:** Office  
**Job Title:** Accounts Receivable/Lease Enforcement Clerk  
**Position Reports to:** COO

**FLSA Status** Non-Exempt

## Section 2: Summary

Actively seeks out past due rent and enforces legal ramifications such as evictions and judgements. In addition, actively issues violations for failure to follow issued leases.

## Section 3: Principal Duties and Required Skills

### Essential Responsibilities:

1. Post rent demands on doors  
\_\_\_\_\_
2. Serve notices for past due rents, evictions, 30 day and 14 day paperwork  
\_\_\_\_\_
3. Contacts delinquent accounts via telephone, email, and in person  
\_\_\_\_\_
4. Assists tenants with issues  
\_\_\_\_\_
5. Enforces eviction warrants including physical enforcement through Sherriff's office  
\_\_\_\_\_
6. Enforces judgements  
\_\_\_\_\_
7. Handles collection paperwork for past due tenants  
\_\_\_\_\_
8. Eviction paperwork processing and court appearances  
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9. Issues violations of lease agreements

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10. Issues charges for violations

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11. Write, email or hand deliver violation letters

12. Handle tenant issues

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13. Inspections for lease agreement issues

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14. Evening and weekend appointments such as showings, move ins, and emergencies

15. Routine pest control maintenance oversight

16. Towing and parking violations

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17. Accompanying and supporting all A L Burke staff as needed

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### **Non-Essential Responsibilities:**

1. Additional non-routine administrative work

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2. Simple office daily straiting and organization tasks

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### **Supervisory Responsibilities:**

1. Does this job have hiring and terminating responsibilities? **No**

### **Language Skills:**

#### **High Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills:**

#### **Basic Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

### **Reasoning Ability:**

#### **High Skills:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills:**

Word Processing software – Microsoft Word \_\_\_\_\_

Spreadsheet software – Microsoft Office \_\_\_\_\_

Database software – Rent Manager \_\_\_\_\_

## Section 4: Education/Experience Requirements

### Education

AS/AA Degree

OR

### Years of Experience

2 – 4 years

### Specialized Training:

Training of rules associated with administration of tenant – owner regulations

### Certificates and Licenses:

Valid driver's license

### Equipment:

Standard office equipment

## Section 5: Knowledge, Skills and Abilities

Time management

Oral and Written Communication

Professionalism

Conflict Resolution

## Section 6: Physical Demands/Work Environment

### Physical Demands:

Physical/Sensory Functions	Amount of Time			
	None	Occasionally	Frequently	Regularly
Stand	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walk	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Use hands	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reach with hands and arms	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climb or balance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stoop, kneel, crouch or crawl	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Talk/Hear	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Taste/Smell	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lift and/or Move <i>Indicate weight in pounds.</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**Vision Requirements:**

No Special Vision requirements

**Work Environment/Exposure to Environmental Conditions:**

Description of Environmental Conditions	Amount of Time			
	None	Occasionally	Frequently	Regularly
Wet or humid conditions (non-weather)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work near moving mechanical parts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work in high, precarious places	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fumes or airborne particles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toxic or caustic chemicals	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor weather conditions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extreme cold (non-weather)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extreme heat (non-weather)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk of electrical shock	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work with explosives	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk of radiation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vibration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Noise Level:**

Moderate noise (examples: business office with computers and printers, light traffic)