



JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

Accounts Payable/Accounts Receivable Clerk Job Description

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| Job Description: Accounts Payable/Accounts Receivable Clerk | | | Position Type: Hourly Wage | |
| Department: Administrative | | | Classification: Non-exempt/ Seasonal | |
| Location: Anchorage/JBER | Schedule: 40 hours/week | Travel Required: N/A | Revision Date: 2018 | |

Job Summary:

Aurora Military Housing, a leader in the real estate development, construction and property management industry, is committed to providing America’s military families with the quality homes and neighborhoods they deserve. We recognize the commitment military families make to our country and respond by providing comfortable homes in friendly neighborhoods.

Employees occupying this classification perform a variety of general administrative functions. The AP/AR clerk is responsible for identifying past due accounts, contacting tenants for payment, maintaining accurate contact logs, memos, and correspondence with tenants. Ensures payables are input and submitted in a timely manner.

Distinguishing Characteristics:

The AP/AR Clerk performs a variety of property management and administrative functions for Aurora Military Housing. He/She often has direct contact with potential tenants, resident tenants, vendors, the corporate office, and the Military, and as such, must have a pleasant demeanor, possess strong people skills and the ability work well with people from diverse social and economic backgrounds. He/She is to conduct business in a manner that attracts and retains residents by performing the general duties and specific duties, as well any other duties as assigned. This is a bargaining unit position.

This position is responsible for various duties relating to maintaining accurate and current accounts payable and accounts receivable, including data entry, generating statements, and timely communicating with appropriates individuals or entities regarding charges, payments, notices, the status of accounts payable and accounts receivable, and related information.

Job Duties and Essential Functions:

- Responsible for maintaining statistical data as needed, preparing and reviewing invoices for accuracy, preparing and inputting tenant/vendor/employee payable batches.
- Research follow up statements to ensure all invoices have been paid. Ensure prompt payment discounts applied and follow up as necessary. Required to work directly with vendors and their agents to ensure all accounts are accurate and up to date.
- Responsible for maintaining accurate tenant ledgers and files, to include heavy amounts of data entry in computer to include but not be limited to entering and updating tenant ledger information, posting, and correcting charges, posting monies received, completing end of day and month reports and obtaining end of day information as requested.
- Responsible for actively working tenant accounts to collect funds; making contact with residents or past residents by phone, by email or mail, securing funds and/or making payment arrangements, and following up to ensure account resolution.
- Complete all company forms governing and documenting money collections.
- Complete all company forms, documenting appropriate communications and payable information for vendors.
- Deliver notices, research specific problems, and review tenant ledgers for errors.
- General administrative duties to include but not limited to filing, reproducing copies, accepting payments, running credit cards, emailing customers and vendors, and updating information.
- General customer service duties to include but not limited to answering telephones, assisting with move-out notices and Community Center reservations, assists reception desk personnel with customers, to include reception duties when scheduled or requested.

- Responsible for working with cable/Internet providers to determine resident service level, cable shut offs, box audit reports, etc. Prepare, maintain and present to manager related payment arrangements with tenants when necessary.
- Create, maintain and supply reports to appropriate corporate, management or vendor entities.
- Prepare and send out mailings as requested.
- Occasionally, may be required to cover work hours that are in addition to normally scheduled work.
- Maintain work areas in a clean and organized condition.
- Assist other company departments as scheduled or requested.
- Direct customer requests to appropriate staff member.
- Participate in work-safety programs.
- Perform other related duties as assigned by the direct supervisor and/or Management.

Minimum Qualifications:

- High School diploma or equivalent
- Valid Alaska Driver's License
- Ability to be insured by company's auto insurance
- Twelve months General Office or Customer Service experience
- Bookkeeping and collection experience required
- Knowledge of basic mathematics, writing and reading comprehension skills
- Must possess excellent computer software skills, including Windows, Excel, Word, Outlook and web-based programs
- Experience in residential rental office highly desirable

Tools and Equipment Used:

Motor vehicles, telephones, computers, photocopiers, facsimile machines, and calculators.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk; sit, use hands to finger, handle, or feel objects, equipment, or controls; and talk or hear. The employee is occasionally required to stand; drive; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- The employee may infrequently need to lift, push and or pull up to 30 pounds.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed at various locations within the properties managed by JL Properties, Inc., and owned by Aurora Military Housing, LLC, Aurora Military Housing II, LLC, and Aurora Military Housing III, LLC at Joint Base Elmendorf-Richardson, Alaska.
- The employee infrequently works in outside weather conditions.

Supervision Received:

The AP/AR must possess the capability to work independently, under the direct supervisor and/or Management. This position reports directly to the Administrative Manager or Tenant Relations Manager.

Supervision Exercised:

This is not a normal responsibility of this class, although direction and guidance is exercised over contract service providers and other personnel on specific projects.