



		ISSUED: 01/12
		CLASS
TITLE: Leasing & Billing Specialist	SCHEDULE: AP	CODE: PE356
	SALARY	EEO
UNION: P&A – Local 1979, U.A.W.	GRADE: 11	CODE: 30
	FLSA: Exempt	JOB CODE: PE

POSITION PURPOSE

Facilitate the administration of leasing tasks pertaining to all properties in the leasing portfolio of the Division of Business & Auxiliary Operations. Prepare the coordination of general billing and reporting.

ESSENTIAL JOB FUNCTIONS

- Research lease issues, compile relevant data and draft correspondence. Prepares analytical summaries from lease administration files.
- Oversee assigned billing processes for the division, ensuring that all units requiring billing have processes and procedures in action. Create and send invoices for rent, utilities, and other billing as assigned.
- Supervise non-exempt full-time clerical/technical, part-time temporary student, college work study and technician support staff. Interview and recommend employment, discipline and evaluation of full-time and temporary support staff; conduct orientation and training programs. Plan and assign work activities; train in appropriate office methods and procedures and monitor workflow and staffing levels.
- Prepare, maintain, and present reports and databases related to lease administration to provide divisional leadership with current, concise, and useful information.
- Create, maintain, and oversee an organized, current filing system (both digital and paper-based) for leases and related information.
- Coordinate or participate in the marketing and promotion of the division and of tenants' businesses and services.

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THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Facilitate in the collection process. Identify collection issues; communicate with current and former tenants to resolve payment issues. Particular effort required in area of rent collection and answering basic lease questions.
- Represent the division to university personnel, students, vendors, external clients, outside professional organizations and at campus events. Works with other professional staff.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This intermediate level professional classification requires specialized non-theoretical skills and an in-depth understanding of program activities, leasing and billing. Work activities include creating and sending invoices, reviewing and researching lease agreements, interfacing with tenants and various University personnel in providing follow-up, general information and problem resolution. This classification is typically assigned to the Department of Leasing and Retail Services within the Division of Business & Auxiliary Operations. This classification receives work direction and guidance from a management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience. Concentration in business administration, real estate, or accounting preferred.
- Reasonable experience in leasing, contract-work, or real estate activities or equivalent skills.
- Considerable experience in general billing, financing, or budgeting or equivalent skills.
- Some experience working closely with administrative staff to optimize office environments or equivalent experiences. Experience creating, organizing, and overseeing filing systems.
- Considerable knowledge of University policies and procedures is preferred.
- Considerable knowledge of bookkeeping procedures and applications is preferred.
- Ability to work under pressure and meet established deadlines.
- Excellent oral and/or written communication skills.
- Strong interpersonal skills are required for interaction with internal university clients.
- Typically, incumbents have held intermediate level accounting, billing, and analytical positions.

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