

Job description:

Position: Property Manager
Status: Non-Exempt
Reports to: Director of Operations
Hours: 5 days a week, 8 am to 4 pm

Position Summary:

Responsible for completing all required paperwork for various housing programs in accordance with Regulatory Agency requirements. LIHTC, HUD & USDA RD property compliance knowledge is essential to maintain ongoing compliance.

This position will manage our properties in Whitney Point, Windsor, and Richford New York. Conducting prospective tenant interviews, preparing forms for compliance review, conducting lease signings for approved applicants, and maintaining annual recertifications. Rent collection, landlord/tenant legal knowledge, and Yardi Software experience preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned in order to meet needs.

- Ø Responsible for overseeing daily operations at assigned housing communities.
- Ø Responsible for filling vacant apartments as needed.
- Ø Responsible for creating work orders
- Ø Maintain re-certifications and adjustments.
- Ø Responsible for completion of paperwork associated with tenants moving in and/or moving out of apartments.
- Ø Conduct interviews with prospective tenants.
- Ø Communicate with tenants as needed in order to address issues or to solve issues.
- Ø Communicate with other building managers, maintenance personnel, and administrators at The SEPP Group, Inc.
- Ø Responsible for making decisions in relation to ordering supplies, and maintenance related issues.

Additional Responsibilities:

Weekly:

- Ø Communicate with staff members for immediate issues, questions, and concerns.
- Ø Verbally report to office; information, questions and concerns.
- Ø Meet periodically with contractors for questions on work status, problems, questions and concerns.
- Ø Meet with residents and/or family members as needed.

Monthly:

- Ø Check for errors, questions, repeated work orders.
- Ø Collect, deposit and record rent payments for assigned housing projects.
- Ø Check security deposit accounts for balancing.
- Ø Complete managers reports

Annually:

- Ø Maintain tenant certifications.
- Ø Update waiting lists.
- Ø Attend approximately 2 conferences.
- Ø Attend seminars and classes at least once per year, as directed by Executive Management.

Benefits:

- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan

Education:

High school or equivalent (Preferred)

Experience:

Affordable Housing: 1 year (Required)

License/Certification: Driver's License (Preferred)