

Foxfire Property Management, Inc. located in Concord, NH is seeking an experienced Occupancy Manager to oversee multiple properties in the Subsidized Housing division. Experience in USDA 515/RA and/or HUD Housing with a COS or STAR certification, and knowledge of government regulations and policies required. Boston Post software experience preferred.

The Occupancy Manager responsibilities include, but are not limited to:

- * Reviewing monthly MINC/HAP/TRACS
- * Reviewing audits and monthly financial reports
- * Developing and monitoring annual budgets
- * Interviewing and selecting tenants
- * Preparing leases
- * Certifications
- * Rent collection
- * Familiarity with EIV processing
- * Coordination of maintenance
- * Capital improvement projects
- * Processing evictions and attending court hearings
- * Communicating with tenants/prospective residents
- * Marketing property
- * Rule enforcement

Candidates must have favorable results on pre-employment physical, drug test, driver record and criminal background check as a condition of employment. Must have reliable transportation and valid driver's license as position requires traveling frequently to the properties. We offer a very comprehensive benefits package and competitive salary. If you are interested in being part of our team, please apply online at www.foxfirenh.com or email bmckerley@foxfirenh.com with your resume and salary requirements.

Foxfire Property Management Inc. is a New Hampshire based property management company founded in 1978. We are dedicated to providing professional and full service property management services to residential and commercial property owners throughout Northern New England. We manage over 1900 residential units and over a dozen community associations throughout New Hampshire. Our commercial property management division manages more than a half a million square feet of commercial space. We are a full service, one-stop resource firm with an experienced team of professionals, offering services to property owners, 24 hours a day, 7 days a week, 365 days a year.

We are an Equal Opportunity Employer