

## **Property Manager**

### **Basic Function**

- *Responsible for maintaining the integrity of the physical asset and maximizing the returns from the asset in accordance with the Company's mission, vision, and objectives.*
- *Responsible for training and development of all personnel assigned, either directly or through others.*

### **Responsibilities:**

*The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position.*

- *Maintaining the physical asset—*
  - *Supervises employees and contractors.*
  - *Assures adherence to specifications (contractual; operations manual).*
  - *Conducts formal site inspections of building interior and exterior.*
  - *Makes recommendations for physical repairs and/or replacements.*
  - *Ensures observance of safety regulations.*
- *Marketing and leasing—*
  - *Periodically reviews rental applications and lease forms for accuracy and compliance with established policies and procedures.*
- *Rent management—*
  - *Supervises rent collection in accordance with policies and procedures manual.*
  - *Maintains month end receivable balance below required amount*
  - *Reviews and processes tenant certifications according to Local, State and Federal guidelines in a timely fashion.*
- *Financial reporting and control—*
  - *Reviews annual operating budget*
  - *Reviews all monthly financial reports (aging receivables, payables, variance reports, etc)*
  - *Processes payments (payroll, invoices).*
  - *Requests expenditures in accordance with Company policy and procedures.*
- *Administration—*
  - *Handles and assures that all supervised employees comply with the appropriate policies and procedures.*
  - *Interfaces with outside professionals regarding legal and other matters, as appropriate.*
  - *Ensures property files and records are maintained in compliance according to Local, State and Federal regulations*
  - *Continually improves management and technical skills.*
  - *Spends agreed-upon percentage of time on obtaining market knowledge, community relations, and asset evaluation.*

## **Brian Johnson**

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