

Property Manager

Newton Community Development Foundation, Inc. (NCDF) is seeking a full time Property Manager for a 75 unit mixed income community in Newton Centre.

The Property Manager has the overall responsibility for day to day operations and management of the property and reports to the Executive Director. The ideal candidate will have a Bachelor's Degree in a related field and at least 2 years relevant property management experience; working knowledge of Section 8 program; excellent verbal and written communication skills; computer proficiency and a valid MA Driver's license. Essential duties and responsibilities include, but are not limited to:

- Budget preparation and compliance
- Processing rent increases
- Perform annual rent recertification process in accordance with the Section 8 program
- Process rental applications including reference checks, credit reports/criminal background reports.
- Tenant selection and orientation
- Maintain up to date waitlist
- Preparation of move-in/out paperwork
- Rent collection (IPMS Cornerstone program) including follow-up and pursuit, through legal action if necessary, of rents in arrears
- TRACS/voucher submission and reconciliation
- Compliance with city, state and federal reporting requirements as well as those of NCDF
- Review and approve property invoices for payment
- Meet regularly with NCDF's Resident Services Coordinator regarding tenant issues
- Plan and coordinate capital improvements
- Supervision of Maintenance Superintendent and Live- In Property Caretakers to ensure timely completion of work orders, routine preventive maintenance, and required capital improvements.

NCDF is a private, nonprofit organization specializing in the development and management of affordable housing communities and is an Equal Opportunity Employer. NCDF offers a competitive salary and benefits package including a matching 403 (b) plan, medical and dental insurance, life and long-term disability benefits. Interested candidates are asked to please forward a letter of interest along with their current resume to **employment@ncdfinc.org** EOE

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