

Multi-Site Property Manager / Community Manager

Wingate Management Company is seeking a Multi-Site Community Manager to join their team to manage LIHTC & Section 8 HUD properties in Somerville, MA.

The Property Manager is responsible for overall day-to-day operations of several properties, 219 units;

Responsibilities include but are not limited to:

- Supervises accounts payable/receivables, Understanding of Operating Statements and Financial Budgets is a must
- Supervises all marketing, leasing and administrative functions for LIHTC and Project Based Section 8 property.
- Supervises Office Staff.
- Supervises site specific program administration, ensures compliance with each applicable agency (HOME, LIHTC, HUD, etc)
- Tenant/landlord relations.
- Supervises day-to-day maintenance operations.
- Financial analysis and reporting.
- Develops property budget.
- Special projects as assigned.
- Compliance with all company policies and procedures and all applicable Equal Employment Opportunity, Fair Housing and Human Rights statutes.

Qualifications

- Two+ years supervisory skills.
- Strong leadership, organizational, administrative skills.
- Team oriented.
- Must be able to prioritize, handle multiple tasks and meet deadlines.
- Working knowledge of Microsoft Office.
- Understanding of property management financial reporting
- Good problem solving skills.
- Knowledge of LIHTC/HOME, Project Based Section 8, Recertification and income calculation process.
- Bi-lingual English/Spanish helpful but not required.

Benefits include competitive compensation based on experience plus paid time-off, summer hours, health, dental, basic life, AD&D, STD, LTD, 401K, and company holidays approx. 10 per year.

Wingate Management is the second largest property management firm based in New England with 15,000 units in 10 states and has been in the business for over 50 years.

Interested candidates should submit resume and cover letter to gzhitomirsky@wingatecompanies.com

Equal Opportunity Employer