

## **Property Manager - Affordable (Cranston, RI)**

### Basic Function

Responsible for maintaining the integrity of the physical asset consisting of Section 8 apartments 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.

Reports to Director of Property Management.

Supervises all on-site personnel for property assigned.

### Activities

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 \$2,500.00

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.

#### Qualifications

Minimum of three -five years of experience in multi-family/elderly communities

Must have Section 8 experience

Experience with Yardi Software is a plus

ARM Designation preferred

Strong leadership and motivational abilities.

Exceptional communication skills and ability to interact with wide range of people.

Email resume and cover letter to the following email:

[smastrostefano@carpionatogroup.com](mailto:smastrostefano@carpionatogroup.com)

We are an Equal Opportunity Employer