



Management Company

PROPERTY MANAGER

Summary: A residential apartment community, Keystone Apartments located in Dorchester, MA is seeking a Full-Time Property Manager. The overall goal of this position is to maximize the efficiencies of the portfolio of the assets, while improving the physical appearance and services offered to the prospective and current residents. The manager is responsible for the day to day oversight and management of the property.

Position Responsibilities:

- Provide direction, supervision, and guidance to the on-site team, while providing leadership and team spirit.
- Work with governing agencies to create and maintain positive working relationships, and to resolve any issues or problems. Experience with HUD regulations is a must.
- Responsible for ensuring that all policies and procedures are implemented.
- Meet or exceed budgeted Net Operating Income and/or financial performance objectives.
- Negotiate management contracts and other legal agreements which have a financial impact on the portfolio.
- Review and recommend for approval the annual budgets for the properties assigned to them.
- Monitor individual property spending and cash flow, review projections, and make adjustments as needed.
- Accountable for asset management, for accounts receivable, timely recertification, petty cash, and that real estate taxes are handled appropriately.
- Ensure that all vouchers for the portfolio are submitted for payment to HUD and/or the appropriate state agency each month.
- Responsible for the review and timely submission of monthly management and financial reports to owners, lenders, and governing agencies.
- Maintain and track vendor Certificates of Insurance, Contracts and Scope of Work.
- Hire, develop, evaluate, promote property staff at all levels.
- Promote routine career development and training.
- Ensure compliance with Affirmative Fair Housing regulations and Equal Employment Opportunity/Affirmative Action policies, including federal, state, and local governing agency requirements. Ensure that properties adhere to the Company Reasonable Accommodation Policy and Procedures established by the 504/ADA officer.
- Marketing and leasing of portfolio operations, working to reflect a positive image for the organization.
- Additional duties and special projects as assigned.

Supervisory Responsibilities:

- Site Personnel

Education and Experience:

- Associate Degree in related field or appropriate work experience
- Four to six years of property management experience specifically with managing an affordable or mixed-income portfolio.
- Business applications – knowledgeable and skilled in Microsoft Office
- Knowledge of OneSite Affordable a plus

Certificate, Licenses and Registration:

- Either one of the following or equivalent preferred: CPM, ARM, NAHP
- Either one of the following or equivalent preferred: CPO, COS, SHCM, HCCP, CP3
- Accredited designation from NAA, NEAHMA or IREM that reflects industry standards

We offer a competitive salary, benefits and a 401K package. Interested applicants should submit resume and salary requirements to sdelfeld@cjmanagement.com.