

PROPERTY MANAGER ELDERLY HOUSING

Summary

Creates and maintains a community atmosphere and fosters a standard of excellence in the quality of life for all residents by performing the following duties personally or through subordinate supervisors.

Essential Duties & Responsibilities

1. Collects and processes all rental payments and resolves all delinquencies in a timely manner.*
2. Processes evictions on non-complying residents.*
3. Complies with all HUD, State Agency, and local laws and regulations.*
4. Recertifies residents annually.*
5. Assists in developing and complying with site budget.*
6. Develops operating budget for the property incorporating input from the Service Manager.*
7. Submits operating budget for review and approval by the Director of Property Management.*

Other Duties

8. Establishes and manages routine office procedures..
9. Complies with all company issued policies and procedures.
10. Maintains filing in accordance with company policy.
11. Provides leadership and encouragement for resident participation.
12. Provides leadership and encouragement for all staff.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; and four to six years related experience and/or training; or equivalent combination of education and experience.

Language Ability

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Math Ability

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Please send resumes to rmurillo@bostonland.com