



PROPERTY MANAGER JOB DESCRIPTION

General Summary

The Property Manager ensures that all phases of the property operate smoothly and efficiently by planning and implementing procedures according to Company standards on a daily basis to meet financial objectives. This involves managing financial matters, marketing and filling vacancies, handling tenant relations, enforcing leases and overseeing maintenance.

Major Duties

1. Oversees the daily operation of the property and monitors the work completed by the property staff.
2. Monitors and processes rent collections.
3. Implements follow through with delinquent account procedures, including evictions and bad debt write offs.
4. Monitors, updates and maintains an accurate waitlist for apartments in accordance with governing regulations.
5. Oversees and assists with the processing of applications including all required verifications.
6. Prepares annual budget for Regional Director's review.
7. Monitors expenditures to keep in compliance with established budget.
8. Prepares monthly financial and variance reports.
9. Maintains petty cash account and performs monthly reconciliation.
10. Assists Regional Director with capital planning for the property.
11. Completes weekly, monthly, quarterly and year-end reports, as required.
12. Issues purchase orders as required for review and approval of Regional Director.
13. Approves accounts payable vouchers for payment weekly.
14. Coordinates and monitors apartment make-ready procedures.
15. Maintains professional and positive relationships with agencies, owners/boards and public officials.
16. Attends owner/board meetings, as required.
17. Markets and leases property according to Company policies and applicable state and federal laws.
18. Develops marketing program, monitors trends in the market and determines frequency and advertising needs, prepares advertising copies for newspapers and other media and maintains advertising log.

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19. Resolves resident problems, conflicts, and lease violations and documents these activities.
20. Consults with legal counsel and attends court hearings as needed.
21. Walks the property daily to ensure it is maintained in a clean, safe and attractive manner at all times.
22. Conducts periodic and consistent inspections of the property.
23. Prepares the property for any audits or inspections.
24. Reports major emergencies or incidents to the Regional Director and corporate office and completes and submits Incident Reports as needed.
25. On-call 24/7 in the event of a major emergency (fire, flood, violent crime, etc.) that cannot be managed by the employee on-call. Responds to the property within 30 minutes in the case of such an emergency.
26. Maintains current industry certifications, as required.
27. Stays current on industry trends and changes in regulatory regulations.
28. Monitors staff compliance with Fair Housing, OSHA, MSDS, employee safety policy and other applicable codes and regulations.
29. Reviews, adjusts and approves payroll for all employees.
30. Coordinates and provides regular training and professional development for the team and assesses performance regularly.

This Job Description assumes that the property also employs an Administrative Assistant, Recertification Specialist and Assistant Property Manager either as Trinity employees or as a third-party vendor. If that is not the case, the Property Manager is also responsible for all such duties as outlined in the Administrative Assistant, Recertification Specialist and Assistant Property Manager Job Descriptions.

This is a general Job Description for this position. There will be times when the job responsibilities may be modified or additional duties may be assigned.

Supervision Exercised

Supervisors all property staff and third-party vendors.

Supervision Received

Responsible to the Senior Property Manager (when applicable) and Regional Director.

Tools and Equipment Used

Multi-line telephone system, computer, Internet, word and math processing programs, various software programs, copy machine, postage machine, fax machine, calculator and scanner.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet to moderately noisy in the building and can be moderately noisy when outside.

Selection Guidelines

Formal application rating of experience and education, oral interview and reference check and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Accepted by (Print)

Date

Accepted by (Sign)

