

## **Property Manager**

Property Advisory Group, Inc. is seeking a qualified and motivated property manager for HUD section 8 and section 42 LIHTC housing in Rhode Island.

The candidate should be experienced in the following areas:

Eligible candidates will be responsible for general oversight of the property, including but not limited to the following:

- Manage day to day operations of busy site, including but not limited to; collecting and depositing rents, process move-ins, certifications and all other required documentation.
- Closing of books for monthly accounting
- Submitting third party invoices to the corporate office for payments
- Prepare and submit reports required by state and federal agencies, including vouchers via TRACS, occupancy reports, EIV, special claims etc.
- Marketing and advertising of units while maintaining low vacancy rates.
- The ability to work with and supervise management and maintenance staff.
- Tax credit compliance experience with designation preferred.
- Experience with Real Page OneSite Software as well as Word and Excel software.
- Must possess excellent written and oral communication skills.
- Conduct physical inspections of the property.
- Work with vendors to ensure efficient operations and quality of workmanship.
- Responsible for responding to and mediating tenant concerns if they arise.
- Position requires minimum of 5-7 years of experience as a manager in a similar setting.
- This position calls for an individual that is able to multitask in a fast paced environment and works well with others.
- Candidates will be required to work with senior management staff from RI and report as needed.
- Enforcement of smoke free building policies.

Please submit resume to:

Gretchen Maurer CFO Property Advisory Group at [gmaurer@pag-cdg.com](mailto:gmaurer@pag-cdg.com) or

Mario Olivelli Vice President Property Advisory Group at [molivelli@pag-cdg.com](mailto:molivelli@pag-cdg.com)

All responses will be kept confidential