



## **Yardi Application Manager – Boston, MA**

The Community Builders, Inc. (TCB) is one of the leading nonprofit developers of mixed-income housing in the United States. Our mission is to build and sustain strong communities where people of all incomes can achieve their full potential. We realize our mission by developing, financing and operating high-quality housing and implementing neighborhood self-help initiatives to drive economic opportunity for our residents. Since 1964, we have constructed or preserved over 320 affordable and mixed-income housing developments and secured over \$2.5 billion in project financing from public and private sources. Today, we own or manage more than 10,000 apartments in 14 states and Washington, D.C. We are headquartered in Boston with regional hubs in Chicago and Washington. Due to anticipated growth and ongoing needs, we are searching for a Yardi Application Manager.

### **Position Description:**

The Yardi Application Manager's main responsibility is to provide overall support and management of the Yardi platform for TCB. This role will be responsible for various project implementations including integrations with proprietary as well as third party vendor solutions.

### **Essential Functions:**

- Act as a technology change leader evaluating, testing and implementing new releases and program enhancements to take advantage of the latest real estate software solutions available in Yardi, an accounting and property management application
- Ensure consistency across the client's real estate technology platform which is composed of a combination of proprietary and third party vendor solutions
- Liaise with Yardi Systems developers and interface vendors during development and testing to ensure business user requirements are fully implemented and system quality is maintained
- Ensure that all users within the client environment understand how to perform Yardi-related functions in accordance with client policies, including relevant compliance requirements
- Work with various Business Units to provide training, documentation and end user support for real estate applications including troubleshooting and issue resolution
- Gather requirements and facilitate design for custom solutions, workflows, reports and other tools
- Participate in software development with Yardi to design and implement creative technology solutions
- Analyze moderate to complex business needs to design appropriate technical solutions
- Combine business knowledge with in-depth Yardi functional expertise to improve automation and efficiency of business processes

- Manage Yardi Conductor report distribution system and assist business units in maximizing their use of subscriptions and data sharing
- Manage Yardi Task Manager to run stored procedures at regular intervals and write custom stored procedures by tracing functions as needed
- Create custom one-to-many or one-to-one tables and associated triggers as business needs evolve
- Prepare Yardi data to be exported to other proprietary and third party vendor systems
- Attend quarterly Yardi New England User Group meetings and actively contribute to the direction of the software by communicating issues and enhancements that would benefit TCB's operations

### **Knowledge, Skills and Abilities:**

- Application support and training
- Flexibility to work with both technical and non-technical software users
- Good working knowledge of Microsoft SQL, including SSIS & SSRS
- Good working knowledge of Yardi scripting and Yardi report types (scripted, YSL, Crystal, Analytic). Yardi report writing skills a must
- Good working knowledge of Microsoft SharePoint a plus

### **Education & Experience:**

*BA/BS degree in business, computer science, mathematics or a related field preferred*

*2-5 years Yardi Voyager administrator experience*

*2+ years professional experience in financial analysis or information technology*

*Affordable Housing experience a plus*

*Experience with Yardi Orion to provide business intelligence a plus*

*Property management experience and/or experience working in financial services or investment management a plus*

Interested candidates should send Cover Letter/Resume to: [resumes@tcbinc.org](mailto:resumes@tcbinc.org)

**The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.**

Apply here! <https://home.eease.adp.com/recruit/?id=7868941>