



**Job Title: Property Manager**

**Location: Coady School Residences, Bourne, MA 02532**

**Hours: Full Time; 40 Hours per Week**

**Job Description:**

HK Management is seeking a qualified, motivated and experienced Property Manager to manage a 58 unit elderly LIHTC property in Bourne, MA. Candidate must possess experience in affordable housing, specifically the LIHTC and HOME programs, marketing, staff supervision, budgeting and variance reporting, with an emphasis on resident relations and retention. Dedication to providing a high-quality living environment is a must. Position reports to the Vice President of Residential Management.

**Position responsibilities include, but not limited to:**

- Update, organize and maintain all resident and maintenance files.
- Collect rents and make daily deposits; enforce rent collection policy.
- Update, maintain and prepare various bi-monthly and quarterly reports, and submit to regional manager and external agencies.
- Review applications for income eligibility for the LIHTC, HOME & HSF programs, as well as conduct annual recertifications of existing residents to ensure ongoing compliance with affordable housing programs.
- Prepare annual LIHTC compliance reports and participate in periodic regulatory audits.
- Supervise all site staff and inspect all staff work and provide direction.
- Coordinate staff schedules.
- Prepare annual budgets and complete monthly and quarterly financial variance reporting.
- Oversee preventive maintenance and physical plant operations.
- Ensure 100% compliance with all Fair Housing regulations.
- Conduct annual apartment inspections, and completely document and correct deficiencies.
- Strategize, develop and implement marketing plan to reach target markets and ensure maximum occupancy.

**Requirements:**

Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent. ARM and C<sup>3</sup>P designations a plus. Candidate must have strong verbal and written communication skills, ability to adapt to a fast-paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Must be able to motivate and lead a team. Must be proficient in OneSite, Microsoft Word, Excel and Outlook.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Megan Thomopoulos at (781) 915.3158 or [MThomopoulos@hallkeen.com](mailto:MThomopoulos@hallkeen.com)**