

# HK || HallKeen

**Job Title: Property Manager**

**Location: Seven Greens, Kingston, NY 12401**

**Hours: Full-time**

**Job Description:**

HK Management is seeking a qualified, motivated and experienced Property Manager to manage a 149 unit Section 8/HUD Elderly property in Kingston, NY. Candidate must possess experience in affordable housing, specifically the Section 8/HUD 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 VP of Residential Management.

**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 corporate office.
- Strategize, develop and implement marketing plan to reach target markets and ensure maximum occupancy.
- Review applications for income eligibility for the Section 8/HUD programs, as well as conduct annual recertifications of existing residents to ensure ongoing compliance with affordable housing programs.
- Prepare annual HUD 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.

**Requirements:**

Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent. ARM and C3P 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 Microsoft Word, OneSite, Outlook and Excel.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long 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.

**APPLY NOW**