Job Title: Property Manager
Location: Simpkins School Residences, S. Yarmouth, MA 02664
Hours: Full Time 40 Hours per Week
Pay Rate: $31. Per hour

Job Description:
HK Management is seeking a qualified, motivated and experienced Property Manager to manage a 65 unit elderly LIHTC property in S. Yarmouth, MA. Candidate must possess experience in affordable housing, specifically the LIHTC and EOHLC 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.

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 corporate office.
- Strategize, develop and implement marketing plan to reach target markets and ensure maximum occupancy.
- Review applications for income eligibility for the LIHTC & HOME 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.

Requirements:
Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent. ARM and C^3P 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 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.

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