



Job Title: Property Manager

Location: Wamsutta Preservation New Bedford, MA 02740

Hours: Full Time

Job Description:

HallKeen Management, is seeking a qualified, motivated and experienced property manager with affordable housing experience to oversee operations of scattered sites in New Bedford, Massachusetts. The candidate must possess experience in Affordable Housing (Low Income Housing Tax Credit (LIHTC) program, HOME program), including HUD policies and procedures, staff supervision, budgeting, variance reporting, regulatory reporting, with an emphasis on marketing, tenant relation and retention. Responsible for oversight and overall care and maintenance of the properties, including initial and annual income certifications, budget preparation and management of the site office, site staff, and subcontractors. The ideal candidate will have solid property management and supervisory experience, be highly organized and detail oriented, and be able to multi task. Candidate should have C3P designation. Position reports to the Regional Property Manager.

Dedication to providing a high quality living environment is a must.

Position responsibilities include, but not limited to (oversight of and hands on involvement):

- Update, organize and maintain all resident and maintenance files.
- Collect and post rents and make daily deposits.
- Enforce rent collection policy.
- Update, maintain and prepare weekly 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 and ensure proper processing of all rental applications.
- Oversight of initial and annual income certifications on Tax Credit households.
- Supervise all site staff and inspect all staff work and provide direction.
- Coordinate staff schedules.
- Prepare budgets, and complete budget projections monthly.
- Ensure 100% compliance with all Fair Housing regulations.
- Conduct annual apartment inspections and completely document and correct deficiencies.
- Prepare and submit monthly, quarterly, and annual reports to maintain compliance with the LIHTC program.

Qualified candidates should have a minimum of 3 years residential property management experience or equivalent, ARM (Accredited Resident Manager) designation or equivalent industry designations a plus. Candidate must possess previous experience with Affordable Housing programs including Low Income Housing Tax Credit (LIHTC). Working knowledge of Microsoft Office with emphasis on Excel and knowledge of OneSite software is a plus.

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 send resume to EDesousa@hallkeen.com