



**Job Title: Property Manager**

**Location: Woods at Wareham Apartments Wareham, MA 02571**

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

**Job Description:**

HallKeen Management is seeking a qualified, motivated and experienced Property Manager to oversee operations of a 100-unit Project Based Section 8 family property in Wareham, MA. Candidate must possess experience in affordable housing, specifically HUD policies and procedures, Section 8 voucher preparation, TRACS transmissions, EIV processing, 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 Regional Manager.

The position is responsible for overall care and maintenance of the property, including annual certifications and management of the site office, site staff, and subcontractors.

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

- Organize and maintain all resident and maintenance files.
- Collect rents and make daily deposits; enforce rent collection policy.
- Prepare and maintain various bi-monthly and quarterly reports and submit to regional manager and corporate office.
- Review applications for income eligibility for the Project Based Section 8 program, as well as conduct annual & interim recertifications of existing residents to ensure ongoing compliance with affordable housing programs.
- Process accounts payable.
- Prepare annual compliance reports and participate in periodic regulatory audits.
- Hire and supervise all site staff; coordinate staff schedules and provide direction.
- 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.
- Oversee resident services programming.

**Requirements:**

Qualified candidates must have a minimum of 5 year's HUD property management experience. COS Certification preferred. 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.

**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)**