



## JOB DESCRIPTION

Job Title:	Assistant Property Manager	Status:	Non-exempt
Reports To:	Property Manager	Department:	Property Management

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**Position Summary:** Responsible for meeting the financial, customer service, and operational targets for assigned property(ies)

### **Primary Duties**

- Accountable for the accurate and timely collection, posting, and deposits of rent income using property management software.
- Complete re-certifications or lease renewals by deadline.
- Display mandated resident information on community bulletin boards.
- Assist the Property Manager with the preparation of annual budgets, collections, delinquency and variance reports and late notices.
- Manage the operations, maintenance and record-keeping of all properties to ensure program compliance for tax credit, HUD, LIHTC, AHP and related requirements through regular file audits, property inspection and timely reporting.
- Collaborate with Community/Resident Services staff, partners, and volunteers to ensure delivery of resident programs and support.
- Partner with Resident Services staff to ensure late paying residents receive eviction prevention services.
- Collaborate with External Affairs staff to ensure marketing materials are current and stock levels are adequate.
- Apply communication and conflict resolution skills to diffuse resident concerns in a professional, courteous, and empathetic manner to seek resolution.
- Manage properties with income restrictions, ensuring no over-income or falsification of information or records provided.
- Ensure vacant apartments are inspected daily and apartments are turned within 5 to 7 days.
- All other duties as assigned by management.

### **Minimum Educational & Experience Requirements**

- High School diploma or equivalent (GED)
- Previous experience in multi-family property management highly preferred

### **Minimum Skill Requirements**

- Knowledge of Federal/State/Local Fair Housing regulations, Federal Low Income Housing Tax Credit, HUD and AHP, related programs.
- Effective and professional verbal and written communications
- Strong organizational and time management skills
- High level of initiative & dependability
- Proficient with MS Office products

### **Physical Demands**

In terms of an 8-hour workday, “occasional” equals 1% to 33%, “frequent” equals 34% to 66% and “continuous” equals 67% to 100%. However, some duties are performed monthly, annually or sporadically throughout the year and are essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

- Continuously remain in a stationary position, particularly, but not limited to, at a desktop computer
- Frequent travel by car to meetings and BHC properties
- Occasional ability to access the facility on all floors via staircases
- Frequent moving about, particularly throughout the property
- Frequent repetitive use of hands/arms; particularly concerning typing, writing, phone & computer use
- Continuous communication: verbal and written, in-person, phone and electronic
- Frequent high pressure and hectic work situations
- Occasional lifting, transport or positioning up to 10 pounds

### **Work Environment**

- Occasional risk of electrical hazards
- Occasional risk of dust
- Frequent exposure to seasonal weather and associated temperature fluctuations
- Occasional risk of mechanical equipment and moving parts
- Frequent moderate to loud noise
- Continuous use of desktop computer
- Frequent working with others
- Continuous working alone

Experienced applicants: email resume to [recruiting@betterhousingcoalition.org](mailto:recruiting@betterhousingcoalition.org)