

Employment Opportunity Posting

Management Co.: NDC Asset Management

Position Available: Property Manager

Available: Immediately

Location: North Versailles, PA

Job Description: The following attributes are desirable for job success: bookkeeping experience, ability to communicate effectively, safety conscious, preference for detail work, ability to work well under pressure, self-motivation and self-direction, ability to work with/without direct supervision and the ability to become a team leader.

EXPERIENCE IN AFFORDABLE AND TAX CREDIT HOUSING IS PREFERRED

Essential Duties:

Personnel and Staffing

- Responsible for on-site employees, including but not limited to:
- Staff Training
- Directing/Delegating
- Supervision
- Annual Evaluations
- Payroll Reporting

Marketing

- Respond effectively to telephone inquiries to generate prospective resident visits to the property.
- Follow-up with prospective residents.
- Obtain lease information and complete lease applications. Conduct required credit and reference checks. Set up and maintain lease files

Lease Administration:

- Perform move-in inspections with new residents.
- Input daily activity on daily and vacancy reports.
- Frequently inspect buildings and grounds, record deficiencies, and take action to improve the general appearance of the property and its deferred maintenance needs.
- Analyze maintenance operations with a view to cost reduction.
- Obtain estimates for major repairs or improvements and submit the same for the property manager to review.

- Study ways to improve contracted services such as trash removal, air-conditioning, swimming pool maintenance, exterminating, laundry services, etc. Know, understand and adhere to the approved annual operating budget for the property

Accounting policies and procedures:

- Collect, record & deposit rental payments, application fees, security deposits, etc.
- Maintain account records and journals and make bank deposits.
- Help to prepare weekly and monthly reports as required.
- Help to prepare legal action for evictions, as necessary.
- Keep declining budget analysis in accordance with the company's procedures.
- Review monthly accounting statements prepared by the home office for accuracy.
- Analyze by line items between amounts budget and actual results.

Prepare vacancy reports, monthly management reports, and any other report necessary to keep the property manager informed of activity on the property.

Supervisory responsibilities

Responsibilities for the direct oversight and management of the property and staff. These responsibilities include being "on call" 24 hours with property cell phone, managing and delegating staff for maximum performance of their respective job functions.

Organizational Relationships:

- Supervises and schedules maintenance and on-site personnel. Works with Regional Property Manager, administrative division staff, staff members of other developments, outside vendors and service providers.

Qualifications: Bachelor Degree (Preferred), Affordable Housing Experience (Preferred)

Compensation: \$45,000 to \$48,000 per year

Benefits: Health Insurance, Dental Insurance, Vision Insurance, Retirement, Paid Time Off

Apply: Email - Send resume to rcopeland@ndcassetmanagement.com