

Employment Opportunity Posting

Management Co.: Brandywine Agency, Inc.

Position Available: Assisted Housing Manager

Available: 7/28/2020

Location: North Versailles, PA

Job Description: We are looking for an experienced Assisted Housing Manager that has experience with both Tax Credit and HUD Assisted Housing that can manage several properties and insure compliance with Federal HUD regulations and tax credit regulations and meet owner goals and objectives for the properties.

Essential Duties:

- Responsible for the effective management of the operations of multiple assisted housing properties through the supervision of office staff and on-site personnel.
- Meet owner and management goals and objectives for the properties.
- Responsible for compliance with HUD and PHFA guidelines regarding tenant qualification for occupancy and the necessary certification and recertifications required to qualify these tenants for occupancy and the collection of rent and to insure their continuing eligibility. -Responsible for adequate file documentation as required by HUD, PHFA, and PMAM relative to the HUD regulations.
- Prepare Monthly Billing to HUD and insure proper amounts have been received.
- Insure that tenant accounts accurately reflect proper billings and collections.
- Responsible for ensuring that buildings, grounds, apartments, public areas, roads, parking areas, and recreational facilities are maintained according to company policy and HUD's regulations. Coordinate with Property Management Director regarding these items and with the Director of Finance regarding budget constraints.
- Responsible for timely move-out inspections and submission to maintenance for completion of turnover items needed and monitor progress.
- Review waiting lists to determine advertising/promotion needs. Oversee advertising and promotion of affordable apartment complexes. Coordinate with our Director of Social Media.
- Responsible for overseeing annual unit inspections and those prior to REAC inspections. Coordinate with the Property Management Director regarding these inspections.
- Attend client board meetings and tenant meetings as necessary to ensure client satisfaction and tenant relations. Prepare reports as necessary.

- Coordinate services of social service coordinators at the authorized properties to ensure tenants are receiving the best services possible.
- Investigate complaints of nonperformance from on-site managers.
- Recommend to management and respective boards the improvements to the properties that can make the property marketable and safe, decent and sanitary.
- Resolve tenant conflicts/disputes and determine when corrective action letters need sent to tenants regarding housekeeping, noise disturbance etc.
- Assist collection personnel on evictions when necessary. Refer tenants for eviction for violating house rules and HUD regulations.
- Responsible to ensure that rent is in compliance with tax credit guidelines, and annual rent increases are obtained if possible. File required reports with PHFA. Coordinate with accounting personnel regarding rent increase requests.
- Communicate and coordinate inspections and MORs with federal, state and local government agencies as necessary.
- Special Projects as needed.

Qualifications: Experience with HUD Assisted Housing and Tax Credits are required.

Compensation: Compensation is based upon experience

Benefits: Full benefits package includes Health, Dental, Vision, Life, long term disability insurances, 401k with Owner Contribution and Matching, Paid time off

Apply: Send Resumes to: dbobak@brandywineagency.com

We can interview via zoom or face time.