



Property Management company with a Bronx based affordable housing profile is looking for a bright, energetic **Property Manager** to lead in the day-to-day management of a portfolio of Tax Credit, Mixed Income properties and an affordable co-operative in the Bronx. Your portfolio contains approximately 900 units within 5 buildings in close proximity to each other. Our Company is the largest developer and manager of affordable housing in New York City. We pride ourselves on the longevity of our staff, great salary and benefits program, and the team-oriented culture we have built.

Applicant **MUST** have experience in supervising a portfolio of affordable housing assets (*3 yrs. or more*) along with managing a staff of direct reports. Responsibilities include: provide great customer service to our residents; oversee a site management and maintenance staff; P+L responsibilities; budget oversight; the ability to work collaboratively with site staff and other team members within the organization.

*Most importantly, the applicant must demonstrate excellent writing and budgeting skills and must be confident and quick thinking individual able to prioritize essential tasks.*

We offer an excellent work environment with terrific benefits and a competitive salary based upon experience, education. Salary is commensurate with experience.

***As Property Manager, you will be responsible for the following duties:***

- Provide effective, professional customer service.
- Effectively manage the administrative staff to ensure deadlines are met and protocols are in line with company goals.
- Knowledge of the budgetary process as it relates to operating and capital expenditure budget.
- Ability to communicate effectively, both verbally and in writing.
- Manage assigned portfolio with expertise and efficiency to achieve financial and operational objectives; increase and maintain overall quality of life; develop and maintain tenant/landlord relations; monitor conditions and capacity of building systems; effectively address issues as they arise.
- Oversee the building superintendent as well as all maintenance staff In liaison with Facilities Director
- Maintain logs and reports of building maintenance
- Review Tenant Ledger and NYCHA / subsidy register on a monthly basis for any rent discrepancies.
- Review Aged Delinquency Report on a monthly basis to determine arrears and report what procedure is in place to reduce the arrears.
- Issues written arrears notice to clients with a follow-up procedure in place.
- Review and sign off Invoices on the weekly basis
- Monitoring and enforcing lease violations
- Assist with Annual Recertification (NYCHA and LIHTC).
- Conduct annual unit inspections
- Collects income documentation from clients and update Tenant Income Certification forms in coordination with Property Accountant/Portfolio Manager

- Drafts lease renewal forms and calculates rent based on HUD and/or NYC Rent Guidelines.
- Collects client signatures on lease renewals in coordination with Portfolio Manager and Property Accountant.
- Handle the certification and removal of building violations from various NYC agencies
- Responsibility for overseeing HDC, tax credit and NYCHA inspection readiness, escorting the inspector(s) around the building, and ensuring that any deficiencies that may be determined by inspectors are corrected promptly
- Assist leasing dept. with screening of applicants for vacant apartments for LIHTC and HOME compliance.
- Interface with HRA, APS and other social service and referring agencies.

**Requirements:**

- Associates Degree (60 or more college credits) required or Bachelor's degree preferred.
- Must use Yardi Voyager, Excel and word software effectively
- Knowledgeable of city agencies (NYCHA, HPD, DOB, ECB, HDC), certifications, violations, etc.
- Certified Low Income Tax Credit Specialist preferred
- 3 or more years managing residential rental properties of portfolio w/ 5 or more assets
- Supervisory experience of five or more staff.
- P&L responsibility and budgetary experience.
- Working knowledge of applicable NYS Rent Stabilization regulations, NYC Landlord Tenant Laws, Fair Housing mandates and other legal issues affecting property management.
- Affordable housing experience
- Excellent interpersonal and communication skills are required for daily interaction with tenants
- Excellent writing and communication skills
- Excel and Word proficiency required
- Knowledge of SiteCompli a plus
- Bi-lingual (Spanish) Preferred

**Please apply through our Career Site using the following link:**

**<https://tinyurl.com/ycvc395p>**