

Affordable Housing Property Manager Senior Community – Irvington, New Jersey

About the Job

A National Real Estate Property Management Company in search of an experienced Affordable Housing Property Manager to oversee one of our Section 8 Senior communities in the Irvington, NJ area.

The Property Manager will handle the oversight of all leasing, customer service, collections, and HUD administrative responsibilities as well as supervision of the maintenance staff.

Some **responsibilities** include but are **not limited to**:

- Handle recordkeeping and reporting responsibilities in accordance with HUD regulations
- Ensure timely rent collections, rent postings, bank deposits and financial reporting.
- Implement rent increases as per rent schedules.
- Handle late notices, legal filings and evictions on delinquent rents as required.
- Oversee and audit transmission of vouchers for subsidy.
- Monitor effective cost control procedures to insure budget compliance.
- Oversee maintenance department, customer service and resident relations.
- Oversee vendor/contractor relations and maintenance of contracts.
- Maintain all resident files per HUD guidelines.
- Oversee HUD REAC inspections including preparation for, and corrections to deficiencies noted on report.
- Maintain waiting and transfer lists per HUD guidelines.
- Prepare for, respond to and oversee corrections needed to meet requirements of all Management and Occupancy Reviews.
- Hire, train, and oversee staff.
- Oversee and maintain all new lease and lease renewal practices according to HUD guidelines inclusive of the certification and verification process.
- Handle resident complaints / maintenance issues.
- Ensure all physical deficiencies are corrected per violation / inspection notices
- Perform move-in and move-out inspections, prepare reports and tenant charges as required.

Qualifications and Requirements:

- Must have at least 3-5 years of property management experience, HUD Administration, leasing per tenant selection plan, and staff supervision.
- **Must have Section 8** experience.
- Must have working knowledge of the most recent version of the 4350.3
- Knowledge of HUD Secure Systems; EIV, etc.
- Must have excellent customer service skills and the ability to develop a rapport with the residents, community staff and HUD administrator.
- Exceptional communication skills are a must to work closely with local officials and act as a liaison between the community and local government.

- Must possess exceptional analytical ability, problem solving and organization skills.
- Must possess a strong, take charge personality with the ability to handle multiple priorities and meet deadlines.
- Proficiency with Microsoft Office Products is required and experience with OneSite is a plus.
- Must have valid driver's license and insurance; and complete and pass background check and drug screening.

We offer an excellent starting salary for qualified individual up \$60,000.00 per year. Company offers Health Insurance and paid vacation.

Please send resume to keith.acton@ahm-llc.com.