



Rocky Mountain Communities Job Description

Job Title: Property Manager
Status/Classification: Full-Time / Exempt
Supervisor: Regional Property Manager
Salary Range: \$27.00-\$28.00/hour

Position Summary

The Property Manager ensures that all phases of the property operate smoothly and efficiently by planning and implementing appropriate procedures while doing so within budget, as well as providing leadership, direction, and oversight to all on-site staff.

Essential Duties (must be able to perform the job's essential functions with or without a reasonable accommodation.)

- Supervise leasing and experience delegating, reviewing, maintaining deadlines, and training.
- Maintain property occupancy (90%) by effectively retaining residents and successfully marketing the property to attract new residents
- Provide customer service to residents, resolving any issues that may occur and ensuring maintenance complete service orders.
- Ensure Rocky Mountain Communities (RMC) policies, processes, and procedures are met.
- Monitor expenditures to keep in compliance with established budgets.
- Manage payroll for the team, and address inaccuracies in real-time.
- Ensure all property reporting is completed in a timely manner (i.e. financial reports)
- Be aware of the site budget and operate within the assigned budget.
- Collaborate with compliance specialists to ensure the property complies with Fair Housing Guidelines.
- Monitor and process rent collections; implement follow-through with delinquent accounting procedures, including evictions and debt write-offs.
- Approve accounts payable invoices for weekly payment.
- Resolve resident concerns and requests, conflicts, and lease violations – and documents accordingly. Participates in on-site activities.
- Monitor employee productivity and provide constructive feedback and coaching on a weekly basis to support the employee.
- Organize workflow and ensure employees understand delegated tasks.
- Ensure the property is maintained clean, safe, and attractive at all times.
- Stay current on industry trends and changes in regulations, i.e., training, seminars, etc.
- Collaborate with the Director of Maintenance to monitor and schedule all maintenance activity.
- Comfortable working in a professional office environment. This role routinely uses standard office equipment, such as a computer, photocopier, and telephones.
- The person in this position needs to occasionally move about inside the office to access filing cabinets, office equipment, etc.
- Must be able to remain in a stationary position more than 50% of the time.
- Other duties as assigned.



Qualifications

- Certified apartment manager or accredited resident manager certification is preferred.
- High School Diploma or equivalent required.
- Position requires a minimum of 3 years of previous property management experience.
- Demonstrated experience in a highly responsible position dealing with property management.
- Present self in a neat, clean, and professional manner at all times.
- Must possess a positive attitude and professional demeanor with all staff, residents, and vendors.
- Experience in computer skills, including Word, Excel, Outlook, and community software applications.

Apply if you fit the following description:

- **2 years of Property Management Experience:** You have a proven track record in property management, demonstrating your expertise in the field.
- **Section 42 (IRS) and/or Project-Based Section 8 Experience:** Familiarity with affordable housing programs is essential.
- **Fair Housing Practices:** You possess a deep understanding of fair housing laws and regulations.
- **Tax Credit and/or HUD Compliance:** Experience in maintaining compliance with tax credit and HUD regulations.
- **Resident Interaction:** Previous experience in resident interactions is strongly preferred.
- **Leadership Skills:** You are a natural leader, capable of supervising on-site personnel and fostering a positive work environment.

Salary and Benefits:

- **Competitive Salary:** We recognize and reward your expertise and dedication starting from \$25.00 - \$7.00/hr.
- **Comprehensive Benefits:** Enjoy a range of benefits, including 403(b) with matching, dental and vision insurance, life insurance, and more.
- **Personal and Professional Support:** We care about your well-being, offering employee assistance programs, discounts, paid time off, and opportunities for professional development.

Experience:

- Property management: 3 years (Required)
- LIHTC: 4 years (Required)
- HUD: 2 years (Required)
- Tax Credit: 2 years (Required)