

Job Summary:

The Property Manager for Elderly LIHTC is responsible for the daily and financial operations of the entire property, including supervision of staff, building maintenance, all administrative duties for both internal and external agencies, and maintaining positive relationships with the residents of the property. This position requires that the applicant be fully bilingual in Spanish and English in order to communicate effectively with the residents and the agency representatives.

*****This position includes a 2 bedroom rent-free apartment with utilities paid, plus salary and benefits.*****

Credentials, Skills, Abilities, and Experience:

- Bachelor's Degree and 5 years' experience or High School Diploma or GED and 5 years of property management experience. Low Income Housing Tax Credit experience a Must. Professional certification preferred (COS, ARM, CAM, RAM). Experience with financial oversight.
- Knowledge of Fair Housing laws, regulations and guidelines pertaining to state and federally assisted properties.
- Previous housing and property management experience including HUD Section 8 and LIHTC (low income housing tax credits) properties a must.
- Administrative self-sufficiency including basic computer skills.
- Ability to communicate effectively and maintain good relations with residents and employees.
- Possess valid Florida driver's license and safe driving record. Must meet insurability standards in order to drive.

Essential Functions:

- Supervise the property office ensuring all bookkeeping, marketing, leases and files are performed accurately and timely.
- Ensure proper resident certification and re-certification in compliance with all HUD or appropriate regulatory agency's requirements.
- Market the property in accordance with Fair Housing Regulations and the management agent's guidelines. Submit reports as required by the management agent or mandated by the federal, state, or local government.
- Inspect property to ensure building and grounds are properly maintained.
- Respond to all resident requests and complaints.
- Hire, train, supervise, evaluate, and discipline all staff.

Normal Working Hours and Conditions:

- 40 hour workweek.
- Occasional weekend or evening as required.
- Live onsite preferred.
- Some travel may be required.

Rate of Pay:

Salary to be determined based on experience.

Company Benefits:

Generous benefits package including vacation, sick and holiday pay, Section 125 plan, 403b plan, health, dental, vision, life, disability and supplemental insurance products available.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills.

It is the policy of Volunteers of America of Florida, as an Equal Opportunity Employer, to recruit, hire and promote to all job classifications without regard to race, color, national or ethnic origin, religion, age, sex, disability, political affiliation, sexual orientation, gender identity, protected veteran status or any other protected class.

We are a drug-free workplace.

We thank all applicants for their interest; however, only those selected for interview will be contacted.