



WEST HARLEM GROUP ASSISTANCE, INC.

Property Manager

GENERAL RESPONSIBILITIES: Prepares various reports; attends meetings and workshops; supervises maintenance staff; assist tenants with housing subsidies and or public assistance. Works closely with Social Services and Maintenance. Must have experience working with Low Income Tax Credit Housing. Must have knowledge on how to complete tenant income certifications. Work with governing agencies that oversee the tax credit rules & regulations for the various projects. Ensure tenants have completed annual recertification through the Housing Eligibility Specialist.

SPECIFIC RESPONSIBILITIES:

- Prepares all required managerial reports—both internal and external
- Lease Up of Residential and Commercial Units
- Maintains an individual file for each tenant in portfolio
- Monitor and renew leases as they become due
- Hands on experience with the usage of Yardi Voyager Software
- Monitor rent rolls and initiates court action for tenants who are in arrears
- Attends court as requested by attorney
- Prepares yearly recertification for Section 8 and other program where required
- Inspect property portfolio
- Works closely with the Director of Building Services and Area Supervisors
- Coordinate repairs with maintenance
- Assist tenants with housing subsidies and/or public assistance as it pertains to rental payments
- Schedule and meet monthly with tenant associations in the evenings
- Attend meetings and workshop which relate to housing management
- Performs any other assignment(s) as requested by the Director or this designee
- Collects and post all subsidy payments
- Monitor placement of relocation tenant due to building renovations
- Perform new tenant orientation
- Follow-up on building violations
- Complete monthly arrears reports
- Complete vacancy reports
- Complete all background checks for all prospective tenants
- Complete DHCR annual registration

QUALIFICATIONS:

- High School graduate, college degree preferred
- 2-3 years experience working in Property Management
- New York State Low Income Tax Credit and RAM Certification Required
- Bilingual a plus

Please send resumes to resumes@whgainc.org with a cover letter.