

COMMUNITY BASICS, INC.

COMMUNITY MANAGER

REPORTS TO: DIRECTOR OF PROPERTY MANAGEMENT

OVERVIEW OF POSITION

The Community Manager performs all office administration of their assigned single and/or multi-unit properties owned and operated by Community Basics, Inc. (CBI). The Community Manager works at the office(s) of the assigned properties and corporate office.

SPECIFIC RESPONSIBILITIES

- Completes all activities that are necessary for Low Income Housing Tax Credits (LIHTC) and special housing programs compliance, lease administration, and social service programs.
- Completes the execution of LIHTC program requirements; eligibility determinations; complaint resolution; continued occupancy; resident relations; and the investigation of program abuse.
- Performs the leasing of vacant units. Informs applicants of program requirements. Determines eligibility status, calculates rent, shows unit to applicant, and ensures required documents are executed properly.
- Performs annual re-certification activities and resident transfer paperwork with the assistance of the Director of Property Management.
- Checks each property's mail/drop box, reports rental receipts to corporate office and makes deposits. Serves late notices for non-payment and notices to quit for past due accounts.
- Collects security deposits at move in. At move out provides security deposit refund letter.
- Completes lease signing appointments providing a description of documents to the resident.
- Keeps resident files in an organized, neat and readily accessible format.
- Performs visual inspection of vacant and occupied units. Determines action to resolve unsatisfactory conditions.
- Assists to determine need for outside services; initiates or approves paperwork to purchase office supplies; confers with the Director of Property Management on purchases of \$500 or more or non-budgeted purchases.
- Participates in resident relations issues involving tenant-to-tenant problems and complaints.
- Recommends resident eviction proceedings involving failure to pay rent or other lease violation. Mails eviction notices.

- Expands positive business associations with social service, community, civic, and professional organizations to enhance the effectiveness and image of CBI.
- Complete any other assignments as directed by the Director of Property Management.

POSITION REQUIREMENTS:

- Active Pennsylvania Real Estate License. Must participate in renewal process and education requirement.
- Sufficient and proven IRS section 42 management experience. Experience with HUD programs and/or government processes preferred but not required. Must pass a IRS section 42 certification program within one year of starting employment and if required, at regular intervals.
- Proven ability to search the internet to find information and resources pertaining to resident issues, property management issues, and work-related items.
- Experience and understanding of Microsoft Office, Word, Excel, and Internet messaging systems.
- Ability to communicate on phone, by email and in person with a wide variety of people. Good human relations skills demonstrating the ability to deal with residents, peers and supervisors.
- Experience with property management software, Yardi preferred but not required.
- Ability and willingness to learn new skills in a complicated, rapidly changing environment.
- Ability to handle different tasks and projects simultaneously.
- Ability to exercise good judgment and self control.
- Ability to prioritize, coordinate and organize work. Ability to meet required deadlines.
- Acceptable criminal record check.
- Acceptable credit check.
- Must understand and comply with Fair Housing Laws.
- Reliable transportation.
- Ability to attend training as required, including overnight stays.

BENEFITS:

- Benefits as detailed in CBI, Personnel Policy including:
 - Medical, Dental, Vision and Life Insurance
 - Generous Paid Leave including Vacation, Personal, Holidays, & Sick

- SEP-IRA Retirement Plan

TO APPLY FOR THIS POSITION:

■ **EMAIL RESUME TO: SHENKEL@COMMUNITYBASICS.COM**

■ **FAX RESUME TO: (717) 509-5714**