

Order Number:

NY1527257

Date Job Order Received:

03/07/2025

Number of Openings:

1

Company Name:

Two Plus Four Management

Job Title:

Community Manager

Minimum Experience Required:

1 year

Job Description:

The Community Manager role will oversee the day-to-day operational responsibilities of multiple affordable housing community. This includes financial, marketing and leasing, customer service, compliance and staff management responsibilities. Essential Functions: Financial/Administrative Operation Manage all communications with residents regarding rent and past due balances; prepare and facilitate reminders, payment arrangements, and/or legal eviction procedures according to company timelines. Collect rent, process billing statements, post payments, and deposit receipts according to company procedures and timelines (including Section 8 and other supplemental payments). Maintain accurate records and resident files in company approved, internal and external audit compliant order. Process move-out paperwork and security deposits; input information into Yardi. Order and maintain administrative office supplies. Ensure timely communication with the Regional Manager regarding all phases of property operation, resident issues and significant changes or problems. Marketing/ Leasing/ Move In Formulate ideas for an effective marketing plan. Implement the marketing plan as directed by the Regional Manager. Accurately record and track quantity and details of telephone and in-person prospects. Show and lease apartments to prospective residents. Process, approve or deny rental applications in accordance with the Tenant Selection Plan, Marketing Plan, Compliance Programs and all applicable laws and regulations. Conduct new resident orientation to property including rules and regulations. Perform move in and move out inspections with residents. Resident Retention Enforce and adhere to lease and rules and regulations as appropriate to Fair Housing laws and ensure consistent treatment of all residents. Maintain a professional office atmosphere to ensure all residents and prospective residents feel welcome. Maintain a positive customer service attitude; be pleasant, professional, and responsive to residents, prospective residents, vendors, and contractors. Process monthly lease renewals, prepare all necessary documentation and schedule and conduct interim and annual re-certifications or lease renewal signing according to policies and procedures. *Please refer to Compliance section along with policy and procedures for Affordable housing. Physical Operation Monitor apartment inspections relating to move-in and move out procedures. Ensure property is prepared for scheduled audits or regulatory inspections. Walk and inspect property to monitor vacant apartments, model apartments, exterior lighting, landscaping, pavement

conditions, etc. Report action items to Regional Manager. Compliance Understand and conduct all business in accordance with regulations of HUD, DHCR, HFA, USDA and all other federal and state supervisory agencies, Fair Housing, Americans with Disabilities Act, OSHA, federal, state, local and all other laws pertaining to multifamily housing and employees. Maintain accurate waiting list (AWL) in accordance with program compliance. Process required correspondence to remain in compliance with the 120, 90, 60- and 30-day notices (Affordable sites). Schedule and perform applicant/resident interviews. Obtain third party verifications on income, assets and deductions (when applicable). Ensure accurate and timely completion of all Certifications utilizing Tenant Rental Certification System (TRACS), Management Interactive Network Connection (MINC). (Affordable sites). Submit monthly reports to DHCR, HUD, USDA or other regulatory agencies as required. Core Competencies/Qualifications High School Diploma with Real Estate Education/Degree Preferred Extensive knowledge and experience with Microsoft Office and ability to navigate the Internet. Command of the English language with the ability to edit the work or others. Familiar with standards for business letters, memos, contracts, etc

Job Location:

Lowville, New York

Pay:

\$18.00 - \$20.00 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Work days vary

Shift:

First (Day)

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Carnes, Amy (315) 437-2178

Email: acarnes@twoplusfour.com

Web-site:

<https://recruitingbypaycor.com/career/JobIntroduction.action?clientId=8a7883d08c3cac02018c5a5bfa222a7a&id=8a78879e9520a6b401956c3876201a09&source=&lang=en>