

Order Number:

NY1552359

Date Job Order Received:

12/19/2025

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 is Part-time (20 Hours) will oversee the day-to-day operational responsibilities of an affordable housing community located in Lowville NY. 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. 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:

\$20.00 - \$23.00 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

20

Duration:

Part 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=8a7887a19b137669019b2d9433d72229&source=&lang=en>