

## Property Manager- Providence- RI

We are looking for a strong property manager to oversee the on-site operations of our 100+unit apartment community, located in Providence's Wanskuck neighborhood in the northern section of the city. Property boasts one, two three bedroom homes.

### What we are looking for:

- At least 3 years of property management experience as a manager overseeing a property of similar unit size.
- Low Income Housing Tax Credit/Subsidy experience is needed.
- Strong understanding of financial statements, 3 years of experience

Property Manager will prepare budgets, analyze financial statements, and complete financial reports. Manager will gather bids and complete contracts, process invoices, prepare Marketing Plans, participate on weekly pricing calls, implement environmental and safety protocols, and whatever necessary to ensure the success of the Property.

Fairfield's Property Managers are the team builders. They focus on all phases of on-site operation including the general administration and maintenance of the property; direction and control of all personnel & resources to ensure that property is maintained at all times in good physical condition with a stabilized fiscal operation. The Property Manager is tasked with hiring, training, & evaluating, the property staff. It is their responsibility to maintain timely and courteous communications with residents, applicants and representatives of other companies

A valid driver's license is required. A real estate license and/or other license as required by law.

### Essential Duties:

- Interviews, hires, trains, supervises, counsels and terminates all onsite staff in accordance with company policy.
- Provides leadership, coaching, guidance, ongoing feedback and motivation to staff, ensuring adherence to company policies and procedures. Cross trains, coaches and develops qualified candidates for future opportunities within the company.
- Prepares, executes and monitors operating budget, ensuring expense control and maintaining effective rental collections.
- Follows proper procedures for online accounting system, including but not limited to creating and approving purchase orders, invoices. Reviews budget control reports to ensure property is within budgeted expectations and notifies Regional Supervisor of any variances in writing.
- Ensures budgeted occupancy levels at budgeted rental rates and in conjunction with other goals of the property.
- Assists in collection of rents, enforcement of banking procedures, delinquency and all collection procedures.
- Maintains necessary records of all financial transactions of the property. Responsible for maintaining and reconciling all petty cash funds and records on a monthly basis.
- Prepares all property reports.
- Ensures the effective execution of lease renewal strategies as well as resident retention plans, including planning resident functions, within budget.
- Ensures ongoing and up to date knowledge of all market conditions; implements marketing programs accordingly. Prepares Quarterly Property Marketing plans and submits to FF Marketing.
- If applicable, participates in scheduled Lease Rent Optimizer (LRO) calls, completes required reporting, and makes pricing recommendations to maximize rental income.
- Manages all resident issues and handles resident complaints in a professional and timely manner.

- Ensures that all maintenance requests are handled in a timely manner and that residents are notified of any delays.
- Ensures that residents are provided a clean, well-maintained community.
- Maintains social media websites and ensures online reputation management.
- Inspects the property daily, records deficiencies, including liability concerns and safety hazards, and takes necessary action. Maintains written record and reports, as required.
- Prepares vendor packets. Follows bid requirements and contract approval process until contract execution. Maintains vendor contracts for all work done onsite and enforces all requirements of the contract.
- Ensures that all general liability, workers comp and property loss claims are documented and reported timely and accurately.
- Prepares and conducts property inspections and corporate or investor tours.
- Supervises outside contractors who may be working on the property.
- Coordinates with Redevelopment regarding ongoing property and unit renovations, if applicable.
- Coordinates with New Construction regarding status of project, if applicable.
- Assigns tasks and delegates work, monitors job progress and work flow, appraises work performance. Conducts regular audits to ensure overall compliance.
- Holds regular staff meetings to ensure communication is received timely and consistently by all team members and to keep employees informed and engaged.
- Ensures that all employees under area of supervision are up to date with training; have a strong understanding of the company's policies and procedures, including all fair housing laws, the operations manual (SOP), and employee handbook.
- Resolves associate disputes in a professional and timely manner, promotes associate retention, and controls associate turnover.
- Completes company required training by established deadline.
- Complies with all Fairfield standards, applicable health and safety rules and regulations, as well as applicable local, state and federal laws.
- Any other duties or responsibilities that may be assigned.

#### **Required Skills:**

- Ability to read, write, understand, and communicate in English.
- Strong knowledge of Microsoft Outlook, Word, and Excel.
- Strong knowledge of Yardi or other property management accounting software.
- Strong math and accounting skills.
- Strong typing skills.
- Understanding of financial statements (budget, financial reports, P&L statement, general ledger, etc.).
- Strong understanding of federal, state and local fair housing laws and provisions.
- Superior customer service skills including the ability to manage difficult customers and/or situations.
- Strong attention to detail, organizational, time-management and problem solving skills.
- Professional verbal and written communication skills.
- Strong leadership and management skills; ability to direct a team.
- Strong adherence to ethical standards including, but not limited to, the ability to maintain confidentiality and maintain fiduciary responsibility.
- Ability to set, manage and meet goals and deadlines on a consistent basis.
- Ability to exercise independent judgment.
- Detail oriented; ability to manage conflicting priorities and to adjust priorities on a daily basis.
- Ability to work a flexible schedule to include weekends, evenings, and holidays.

Email your resume to [turnello@ffres.com](mailto:turnello@ffres.com)

[www.fairfieldresidential.com](http://www.fairfieldresidential.com)