

# MATT URBAN HUMAN SERVICES CENTER OF WNY

<b>POSITION TITLE:</b>	<b>Property Manager</b>
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Job Type:	Full Time
Supervisor:	Housing Director
Location:	Buffalo, NY
Education Requirements:	Bachelor's degree and 3 years related experience
Application Instructions:	Please email cover letter and resume to <a href="mailto:housing@urbanctr.org">housing@urbanctr.org</a> with "Property Manager Candidate" as subject line

**Job Description:** This full time position shall oversee daily operations of 84 apartment units. The Property Manager will maintain compliance with laws as defined by each governing program related to the project. As an integral part of the Housing Department and the Matt Urban Center, this position will also be responsible for encouraging and promoting a positive living environment for tenants. A qualified candidate will be detail oriented, a self-starter with excellent customer service skills and the ability to handle multiple tasks in a fast-paced environment.

**Qualifications, Preferred Knowledge, Abilities and Skills:**

- At least 3 years of property management experience and income certification and tax credit income qualification knowledge
- A demonstrated interest in affordable housing and community development
- Working knowledge of federal housing subsidies and current fair housing laws
- Familiarity with reporting to government agencies
- Administrative, general writing, grant application preparation and general communication skills required
- Microsoft Office Suite, Yardi, Outlook, Buildium
- Valid driver's license and ability to use personal vehicle to travel within the service area is required
- Interest in improving the quality of life of low income people and impacting social and economic change

**Responsibilities:**

- Oversee all aspects of site operations including tenant issues, leasing, occupancy of units, coordination of maintenance and repairs, security, income certifications and qualifications per funder guidelines.
- Directing contracts, purchasing and bill approval
- Complete application interviews, lease-up, record keeping, and communication with funders
- Coordinate with maintenance staff to regularly inspect facilities and ensure buildings and grounds are well maintained
- Perform initial income certification and subsequent tracking for applicants in a timely manner. Based on income certification/recertification, calculate income to determine client eligibility
- Keep and maintain accurate and well-organized files for every tenant per funder guidelines including initial application, lease and renewals, income certification, and correspondence related to the tenant
- Attend trainings as required
- Reporting as required by funders and Matt Urban Center
- Ongoing marketing of the projects

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

