
Job Description

Assistant Property Manager

Date: *April 8, 2009*

Company: *NeighborWorks New Horizons*

Location: *235 Grand Avenue
New Haven, CT 06513*

Work Hours: *Full-Time, 40 hours, flexible*

Reports to: *Senior Property Manager*

Minimum Qualifications:

- Associate's/Bachelor's Degree with at least 3 years of experience, preferably in a non-profit setting.
- Knowledge of general accounting principles, general ledger, accounts payable and accounts receivable.
- Computer literate. Ability to work with various software programs. Proficient in Word, Excel and Access.
- Knowledge of private, state and federal funding including but not limited to HUD, AHP, HOME and LIHTC
- Strong organizational and communication skills, creative problem solving skills, ability and desire to learn and willingness to take direction and function as part of a team.

Duties and Responsibilities:

Resident

1. Verify resident and applicant income and assets, determine resident rents and membership fee charges, prepare certifications and re-certifications in accordance with CHFA and HUD guidelines.
2. Prepare Occupancy and Membership Agreements.
3. Prepare and maintain appropriate rental records, correspondence and file notes.

Maintenance

1. Regularly inspect and report on the overall cleanliness and condition of the units, buildings and grounds, noting deficiencies, and items requiring routine maintenance, contractual repairs or replacement.

Miscellaneous

1. Attends training sessions or other relevant training opportunities including LIHTC Compliance Certification, Certified Housing Asset Manager training or equivalent.

Salary: *Dependent upon experience*

To Apply: *Submissions will be accepted until May 9, 2009. Resumes can be emailed to Bonnie Ballantyne, Director of Finance bonnie@nwnh.net*