



Job Description

Title: CPMC Property Manager
Department: Property Management
Reports to: Director of Property Management
FLSA Status: Full-time, Non-Exempt
Salary: \$50,000-\$65,000 DOE

About Community Housing Development Corporation

Here at CPMC we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. CPMC is committed to building a staff that is rich with cultural, social, and experiential diversity.

POSITION SUMMARY

Under the general supervision of the Director of Property Management, the CPMC Property Manager will be responsible for the overall operations and day-to-day implementation of policies, procedures, and programs for the assigned property. The CPMC Property Manager will assure the property is always maintained at its highest quality and will establish management operations, fiscal policies, and assure that all compliance regulations are always up to date and followed.

RESPONSIBILITIES:

- Performs continual informal inspections of the property to ensure that it is being properly maintained that mechanical devices are in working order, and that the environment is safe and attractive.
- Inspects exterior and interior common areas of the property monthly using approved checklist.
- Performs annual or more frequent inspections of units and follows up with housekeeping letters, preparation of work orders and maintenance chargebacks to residents.
- Ensures all vacant apartment turnover procedures are followed, and that turnovers are accomplished in a timeframe and manner consistent with CPM standards, and the property's budgetary goals and limitations.
- Reviews completed and outstanding work orders daily. Ensures the work orders are completed in a timely manner, consistent with CPMC policies and procedures.
- Works with Maintenance Supervisor to prepare list of capital replacements required or anticipated, when applicable, and submits to Property Supervisor in advance of budget preparation.
- Prepares inventory of building contents, and equipment annually or as requested, and forwards to Director of Property Management of Property Management for review.
- Property Supervisor ensures adherence of the building and its contents to all applicable municipal and fire codes.
- Prepares written recommendations for physical repairs and/or replacements, improvements, supplies, material, and equipment to Director of Property Management
- Markets units by preparing advertising and marketing programs in compliance with federal, state, local and regulatory requirements. Makes recommendations to improve marketing and leasing programs.
- Assigns units in the order provided by the Waiting List and according to CPM policy and procedures. Ensures the development and ongoing administration and maintenance of the waiting list follows federal, state, local, regulatory and CPM requirements.
- Reviews all completed rental applications and leases for accuracy and completeness, and for conformance to CPM's Resident Selection Policy.



- Conducts applicant interviews, verifies potential resident income, takes deposits and rents in accordance with CPM's Resident Selection Policy.
- Obtains appropriate documentation and completes certifications.
- Supervises move-in and move-out procedures.
- Prepares regular market surveys, as requested.
- Prepares monthly Budget Variance Reports, Management Overview Reports, verify monthly vacancy reports and ensures resident lists are accurate and up to always date.
- Attends and participates in outside or in-house activities, meetings, organizations, regulatory agency meetings or inspections, etc. as required by the needs of the property and as directed by the Property Supervisor to enhance the sense of community at the property and to enhance the public image of the property.
- Develops a sense of community among property residents by maintaining good resident-to-
- Ensures all site staff responds to all resident requests or complaints in a timely, efficient and courteous manner.
- Receives work order repair requests, schedules repairs with maintenance staff, and follows up to be certain repairs were completed properly and in a timely manner.
- Manages resident evictions in compliance with court order and directions from CPMC's legal counsel or Director of Property Management.
- Ensures the successful day-to-day financial management of the property and maintains all necessary financial records and files in good order.
- Collects rents and other monies and ensures that all transactions are processed and inputted accurately and completely in the YARDI computer accounting system using procedures set forth by CPM Housing.
- Completes daily deposits of all monies collected.
- Reviews all delinquent accounts and resident receivables and determines necessary course of action to collect outstanding balances in consultation with the Director of Property Management.
- On a monthly basis, compares lease information with monthly rent roll to ensure that the property security deposits, rents, move in dates, etc. are accurate.
- Reviews the property's monthly income and expense statement and reports any areas considered a problem to Director of Property Management.
- Prepares monthly financial packages for submission to the Director of Property Management.
- Prepares weekly Vacancy and Delinquency Reports and submits them in a timely manner to the Director of Property Management.
- Completes a Monthly Budget Variance Report and submits it on time.
- Adheres to all accounting and reporting procedures required by CPM.
- Completes all resident files at move-in and at each recertification accurately and completely.
- Completes timely and accurate income recertification of all residents within established regulatory guidelines.
- Processes and maintains all resident documents and forms including leases, income certifications and recertifications, etc.
- Ensures compliance with regulatory and/or financial partner requirements, and requests for information to include but not limited to the preparation and submission of reports in an accurate and timely manner.
- Provides reports to Director of Property Management upon request.
- Perform additional duties as assigned.

QUALIFICATIONS:

- Bachelor's degree (B.A) from four-year college or university preferred; or three to four years of experience in affordable housing management
- Two years of supervision experience
- Must contain a valid California Driver's License and auto insurance



- Proficiency in Microsoft Office Suite
- Strong customer service skills with a focus on developing and cultivating relationships with new and existing tenants
- Excellent communication skills both written and verbal communications
- Positive, can-do attitude with a dedication to excellence and achieving goals.
- Can work effectively solo and as a member of various teams and committees.
- Flexible schedule with the ability to work evenings and weekends, as needed
- A background clearance is required
- Proof of full vaccination is required from Covid-19

PHYSICAL REQUIREMENTS:

- Must be able to remain stationary for extended periods of time.
- Must be able to move throughout the office, access files, meet with residents, and climb flights of stairs if needed.
- Requires the mental acuity to perform the essential functions as outlined in an accurate and timely fashion.

How to apply:

Please send application to Rhuntley@communityhdc.org

Benefits:

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving The Bay Area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.