

# **SENIOR PROPERTY MANAGER**

Artcraft Management, Inc.

## Job Description

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### **ORGANIZATION STRUCTURE:**

The Senior Property Manager reports and is responsible directly to the Vice President of Operations.

In coordination with the Vice President of Operations, he or she ensures the physical operation and proper appearance of the community, both interior and exterior as well as financial performance of all of his/her properties.

### **MAJOR PURPOSE:**

To be a direct contact person for the Property Managers, including but not limited to supervision of all tasks, either directly or indirectly. To ensure budget compliance, compliance with safety standards, and compliance with company policies. To conduct ongoing training and, most importantly, to achieve superior financial performance on all of his or her properties and other jobs as required.

### **AUTHORITY:**

Has authority to implement all aspects concerning property operations to include but not limited to budget compliance, capital expenditures, and hiring, training and enforcing disciplinary acts as needed. Must seek prior approval from the Vice President of Operations for all contractual capital expenditures and any ongoing contracts.

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### **PERFORMANCE MEASUREMENTS:**

1. Must be responsible for interviewing, hiring and training new staff and to provide team support.
2. Must be able to plan and coordinate, with the Vice President of Operations for training meetings with Property Managers.
3. Must be able to conduct regular site visits to review reports for accuracy, assess the physical condition of the properties and troubleshoot any problems.
4. Must prepare the monthly Investors Reports, to include a variance report and executive summary, in a timely manner.
5. Must be able to accompany investors and auditors on property inspections.
6. Must implement and approve appropriate advertising and marketing for the properties.
7. Must conduct performance reviews at least annually, to include setting goals and, when necessary, employee coaching and discipline. Also,

- responsible for terminating employees with prior approval from Human Relations Department.
8. Must review, approve and submit weekly reports, invoice transmittals and payroll.
  9. Must review and approve accounts payable and accounts receivable.
  10. Must prepare and review rental rate structures and submit for approval to the VP of Operations.
  11. Must monitor collection and delinquency activity.
  12. Must cooperate and work with the Tax Credit Compliance Department.
  13. Must resolve issues that involve all assigned personnel and instill Team Building property and company wide.
  14. Must be able to establish good vendor relations to include obtaining and approving vendor contracts for Vice President of Operations approval.
  15. Must review and submit periodic payroll.
  16. Must review Capital Improvement bids-oversee/inspect work performed by contractors with the Director of Maintenance.
  17. Must review annual budgets.
  18. Must write off all uncollectable debt.
  19. Must perform additional assignments, tasks and responsibilities as directed.
  20. Must be a Notary Public.
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#### **QUALIFICATIONS:**

#### **EDUCATION/CERTIFICATIONS:**

- High school diploma or equivalent with 5 years property management experience. Or
- BA/BS degree. Or
- 2 year associates degree with 2 years property management experience. Or
- 2 year associates degree with 5 years business management experience.

#### **SKILLS/ABILITIES:**

- Must be computer literate and experienced in MS Word and Excel and Outlook;
- Must possess detailed knowledge of marketing, management, maintenance and OSHA standards;
- Must have the ability to deal with outside vendors and contractors, as well as to represent the company and community in local governmental and municipal scenarios;
- Must possess extensive human relations expertise with Team Members, Vendors, Auditors and Investors;
- Must be able to supervise others.
- Must have a valid driver's license and provide proof of insurance coverage.
- Must be willing and able to travel between sites, to the corporate office and other areas as needed.

#### **HOURS OF OPERATION:**

- Position requires a minimum of 40 hours per week, Monday – Friday. Must be available on evenings and weekends for emergency situations.
  - Willingness to complete time sensitive projects after regular hours when necessary.
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#### **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of Artcraft Management, Inc.

#### **WORKING CONDITIONS:**

The employee is regularly in an office environment with adequate light, moderate noise levels and ventilation; however this job may require the employee to work in potentially hazardous areas such as enclosed spaces, roof tops, heights above 6'; and be exposed to outdoor elements of wind rain and summer heat.

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#### **PHYSICAL ACTIVITIES AND REQUIREMENT OF THE POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit and use hands to handle tools, equipment, and furnishings; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 15 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Non-essential Qualifications:

Running and lifting over 15 pounds.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Artcraft Management, Inc. maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

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