

## Affordable Property Managers

An established growing Section 8 apartment community under the umbrella of the Carpionato Group, designed for the elderly, people with disabilities, and multi-family developments is expanding, and has an immediate need to hire 3 Affordable Property Managers. In these highly visible positions you will be responsible for the administrative, financial, and operational responsibilities of a site ranging from 150 to 250 units within the tri-state radius of Rhode Island, Connecticut, and Massachusetts.

- Oversees a property with the assistance of administrative personnel in ensuring HUD policies, practices, and contractual specifications are met.
- In conjunction with facility management conducts site visits of buildings' interior and exterior facade. Ensures tenant move-in and outs are completed timely.
- Responds to on-site emergencies in accordance with approved procedures including service needs of residents, maintenance concerns, apartment access, as well as medical and life threatening risks.
- Ensures operating personnel maintains accurate waiting lists.
- Provides assistance in completing rental applications and lease forms.
- Ensures completed applications are in compliance with established policies and procedures as well as RI HUD guidelines.
- Collects rents within prescribed timeframes.
- Participates in drafting the site's annual operating budget projecting expenditures.
- Liaison with our Legal Department ensuring compliance with internal policies as well as HUD principles.
- Completes annual re-certification project regarding continued eligibility.

### QUALIFICATIONS:

A minimum of 5 years experience overseeing an Affordable site of at least 100 units.

ARM Designation.

Proficient in Microsoft applications.

Strong knowledge of RI HUD practices and procedures a must.

Proficient in the standard operating system preferable YARDI.

Supervisory experience leading a team.

**Competitive salary and benefits.**

**Please forward your salary requirements and resume to: [nboucher@carpionatogroup.com](mailto:nboucher@carpionatogroup.com)**