

## **Assistant Property Manager**

**Who We Are:** McCormack Baron Management, Inc. recognizes that successful management of any community requires a management strategy that acknowledges the unique challenges facing the neighborhood and its residents. Our staff understands the complexities of managing mixed-income housing, possesses the technical expertise to handle multi-layered compliance issues, and offers the personal touch needed to work with residents of diverse backgrounds. We manage our developments to market rate standards, and work with residents and the larger community to address the non-housing needs and issues that exist in the community. Finally, we are committed to affirmative action and to performing equal opportunity outreach to ensure that people from all walks of life have the opportunity to live in our communities.

**Our Vision:** We work for a future when all people live in sustainable, opportunity-rich communities.

### **Responsibilities:**

- Supports and assists the Property Manager in overseeing and managing the financial and operational functions of the property.
- Verification of the certification for all resident files; all program related activities are in compliance with the rules and regulations of all federal regulations, Section 8, and tax credit guidelines.
- Verification of income eligibility and preferences of applicants, accurately compute family income.
- Assists with tax credit evaluations, initial certifications, as well as recertifications.
- Prepares contracts, lease agreements, income changes, interim reviews, housing assistance payment adjustments, and/or withholding.
- Processes rent payments, work orders and purchasing.
- Assists in the day-to-day administration of the low-income housing.
- Builds relationships with residents and locals within the community
- Subscribe fully to all policies and procedures of the Company and be prepared to enforce them at all times.

### **Qualifications:**

- High School diploma, GED or related experience and/or training.
- Experience in the field of low-income housing and tax credit programs preferred.
- Customer service experience in a hospitality or customer facing industry required.
- Flexible and able to assist with all aspects of leasing and day-to-day property functions.
- Ability to perform accurate mathematical computations, spelling, and grammar skills.
- Exceptional organizational, oral, and written communication skills.
- Computer proficiency with Microsoft Word, Excel, and Outlook required.
- Must have ability to problem solve and resolve applicant and resident issues.
- Yardi experience preferred.

**Additional Details:**

Effective September 7, 2021, as a condition of employment, all employees must be immunized by vaccination against COVID-19 unless granted a medical or religious exemption. This policy is designed to protect the health of those within our community and to serve as a public health measure for those within the broader community. The COVID-19 vaccines currently available in the United States are highly effective at decreasing the likelihood of contracting COVID-19, preventing serious illness in vaccinated individuals who contract COVID-19, and mitigating the spread of the disease.

Current employees will be required to provide proof of full vaccination by November 19, 2021. Employees who join the Company after November 19, 2021, will be required to provide proof of full vaccination within 30 days of their start date. A similar process will be followed for approved booster shots, as they may be recommended by the CDC.

McCormack Baron is an equal employment opportunity employer. McCormack Baron is committed to diversity, equity, and inclusion throughout its business.