

Job Description

Position: 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.

Duties and Responsibilities:

- Assist the Property Manager with the ongoing leasing and administrative functions of the property.
- Verification of the certification for all resident files; all program related activities follow the rules and regulations of all federal regulations, Section 8, and tax credit guidelines.
- Verify income eligibility and preferences of applicants, accurately compute family income.
- Assist with tax credit evaluations, initial certifications, as well as recertifications.
- Prepare contracts, lease agreements, income changes, interim reviews, housing assistance payment adjustments, and/or withholding.
- Process rent payments, work orders and purchase.
- Assist in the day-to-day administration of the low-income housing.
- Subscribe fully to all policies and procedures of the Company and be prepared to always enforce them.

Qualifications:

- Experience in the field of low-income housing and tax credit programs, particularly Section 8, 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.
- Must be able to clearly communicate in a positive manner with the applicants and residents.
- Ability to perform accurate mathematical computations, spelling, and grammar skills.
- Exceptional organizational, oral, and written communications 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.

Work Environment/Physical Demands

- This job operates in a clerical office setting. This role routinely utilizes standard office equipment such as computers, phone, photocopiers/printers, and filing cabinets.
- This position requires manual dexterity, the ability to lift files, open filing cabinets and recruiting collateral.
- This position requires sitting, bending, stooping, or standing as necessary. Our offices are equipped with electronic desks for standing or sitting.

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

Note: Internal and external candidates are personally responsible for all expenses, e.g., airline, mileage, moving, etc. when transferring or relocating between properties or states. McCormack Baron Management, Inc. is an equal opportunity employer (EOE/AA).