



Job Announcement

POSITION DESCRIPTION

Faria Management is a boutique property management company seeking an Executive Community Manager report to the Director of Property Management. The Executive Community Manager is responsible for managing and directing both day to day operations and long-term objectives at multiple properties. The purpose of this position is to meet the financial objectives of the ownership and management, to protect the value and integrity of the real estate, and to be responsive to all applicable government agency standards and requirements. Responsibilities can include direct management responsibility of a community or communities and supervisory responsibilities over Senior Community Managers or Community Managers and related community management staff.

RESPONSIBILITIES:

Financial

- Responsible for the preparation and presentation of annual Community budget/s for approval from the Sr. Financial Analyst/Director of Operational Services, the President and the Executive team.
- Responsible for the implementation of and adherence to each Community's approved budget.
- Responsible for ensuring that accounts receivable is being administered properly at all sites, including the accurate establishment of rent amounts, the timely collection and deposit of rents, and effective follow through on problem accounts including taking corrective and/or legal action as required.
- Performs continual review of incoming rent schedules, scheduled rent increases, and renewals.
- Ensures and/or performs the recertification procedure for each subsidized Community is completed accurately and on time each month.
- Assists in the negotiation of contracts with outside vendors in accordance with company policy.
- Approves or disapproves all expenses over the Senior Community Manager approval level and up to the approved expense level.
- Responsible for notifying senior community management of the timing of the community tax reassessments, the dates the tax bills will be issued, and the accuracy of the tax bill amounts.
- Responsible for the implementation of all maintenance programs and controls with the Director of Maintenance Services, to ensure that expenses are kept within budget.
- Responsible for the preparation and submission of the monthly budget variance report for each community.

- Responsible for the timely and accurate completion and submission, if required, of the Weekly Manager's Report for each community.
- Responsible for all other required financial reporting as prescribed by company policy.
- Responsible for the routine recommendation to senior management of alternative solutions to financial issues and problems.
- Responsible for a complete knowledge of Yardi functions and reporting processes.

Administration

- Maintains accurate, neat and orderly written records, as directed by company policy and procedures, and in accordance with all governing agency requirements.
- Responsible for maintaining and implementing all company policies, plans, and procedures.
- Responsible for regular staff meetings with each community.

Maintenance

- Responsible for ensuring that buildings and grounds, apartments, public areas, roads, parking areas, and recreational facilities are all maintained according to company policy.
- Responsible for taking all appropriate and reasonable measures to maintain the buildings and grounds in as safe and secure a manner as possible.
- Responsible for the implementation and reporting of all maintenance policies, plans, and procedures, including, but not limited to, work order systems, purchase order systems, preventive maintenance system, inventory control, and turnover process.
- Responsible for analyzing and forecasting all utilities.
- Works with the Director of Maintenance as necessary to resolve maintenance issues.
- Responsible for the maintenance and operation of all life safety systems.
- Conducts routine meetings with the maintenance staff.

Marketing

- Responsible for maintaining budgeted occupancy goals.
- Responsible for the effective coordination of rental advertising and printed and electronic material.
- Responsible for the accurate and timely submission of marketing reports, and for maintaining current comparability studies.
- Demonstrates a comprehensive understanding of the competition, general market area, and product knowledge.
- Works with the marketing staff as required and as needed to implement the company's marketing policies and procedures, to obtain assistance, and to resolve marketing issues.
- Responsible for approving all rental applications, and for ensuring that the rental application process includes strict adherence to Community standards, and to all appropriate agency standards.
- Conducts meetings with Senior Community Managers, and community staff as needed.

Personnel

- Participates in the hiring, promotion, termination and transfer of site personnel, including the timely submission of all required paperwork.
- Responsible for establishing and maintaining personnel records for all site personnel according to company policy.
- Responsible for training site personnel in all aspects of their particular functions.
- Resolves personnel problems and keeps senior management informed as appropriate.
- Recommends salary adjustments and promotion of personnel.
- Responsible for compliance with Affirmative Fair Housing regulations and Equal Opportunity/Affirmative Action policies, including federal, state, and local governing agency requirements.
- Ensures that advertising for personnel satisfies E.E.O. requirements.
- Responsible for filing required reports regarding workers' compensation claims in accordance with company policies.
- Responsible for assisting site managers to develop, assist, train, and motivate site personnel.
- Works with Human Resources and his/her office to obtain assistance, and to resolve payroll and personnel issues.

Security

- Assist with assessing each Community's security needs and helps to recommend action to the President or Executive leadership.
- Assist with the implementation of security programs and/or the security contract.
- Ensures that the site staff understands and adheres to the timely response to any and all security issues, and for notification to senior management as appropriate.
- Responsible for involving community resources in security matters.

Other

- Performs special assignments as needed or as requested by the President or the Director of Property Management or the Executive leadership team.
- Executes such other responsibilities as determined by the Director of Property Management, the President, or Executive leadership team.
- Support high level financial and operational planning, budgeting, reforecasting, data management, analysis, and reporting, ensuring all internal and external financial reporting requirements and deadlines are met.

QUALIFICATIONS & SKILLS

The following attributes are essential for success:

- Advanced skills with Microsoft Office Suite applications which include Outlook, Word, Excel, PowerPoint, Access, and other web-based applications.
- Ability to produce complex documents, perform analysis and maintain databases.
- Excellent written and verbal communications are required.
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook with proficiency in Yardi.
- Must be professional in both appearance and manner, organized, and with a strong eye for detail.
- Must be willing to submit to a background investigation and drug test.
- An entrepreneurial spirit.

- Proactive and extremely responsive.
- Solution-oriented with the ability to counterbalance problems with creative solutions.
- Personable with a good sense of humor.
- An expressed willingness to learn and practically apply knowledge gained.
- Working knowledge of Yardi Community management software preferred.
- Excellent oral and written communication skills.
- Strong financial and analytical skills.
- Strong organizational skills and ability to remain composed and flexible.
- Demonstrated commitment to the mission, philosophy, and vision of FARIA Management.
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities while delivering timely and accurate work product.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Management or related field of study is preferred.
- Five (5) or more years as a Senior Community Manager or Regional Community Manager.
- Experience managing income-restricted properties preferred, LIHTC and PBCA Affordable Housing certifications a must.

PHYSICAL REQUIREMENTS - ADA SPECIFICATIONS

(Physical demands that must be met to successfully complete the essential functions of the job)

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

FARIA Management is an equal opportunity employer and offers a competitive compensation package.