



Employment Opportunities/ Job Openings

Property Manager

Catholic Charities Atlanta is in search of an organized and experienced full-time **Property Manager** to oversee the day-to-day operations of St. Joseph Place (SJP), a low-income housing community for seniors. This is a full-time position with occasional weekend and evening hours required.

General Responsibilities:

- Responsible for all phases of day-to-day operations of the property including, but not limited to; general administration, maintenance of physical plant and resident relations.
- Manage SJP in a financially sound manner.
- Insure that the project is in compliance with regulations set forth by HUD, Catholic Charities and the Archdiocese.
- Maintain occupancy levels.
- Supervises maintenance personnel and vendors

SPECIFIC RESPONSIBILITIES:

1. Compliance

- Comply with all government regulations regarding resident applications and verification of income.
- Ensure that the required verification and documentation has been completed and is in the file of each applicant and resident.

2. Finance

- Assist Managing Agent in preparing annual budget
- Collect rent, post and make deposits
- Handle delinquent accounts
- Manage accounts within budge
- Handle and process invoice for vendors

- Comply with procedures set forth by the Archdiocesan Finance Department

3. Record Keeping

- Keep resident rent roll and financial records of residents and apartment rents and deposits
- Maintain all other required forms including apartment inspection forms, etc.
- Maintain resident files in accordance with operating manual
- Have full knowledge of management software system

4. Purchasing

- Supplies, materials and equipment in accordance with budget line items.
- Follow guidelines set for purchase orders and approvals.

5. Reporting

- Submit monthly reports to Managing Agent and report to Catholic Housing Initiatives Board of Directors and the Archdiocese as requested.
- Submit all necessary reports to HUD as required.
- Report all accidents, incidents and emergency situations to Managing Agent.

6. Personnel

- Supervision of Maintenance Technician.
- Annual revision.

7. Marketing and Lease-Up

- Marketing- Generate prospective residents through public relations, advertisement, and community involvement in accordance with the Fair Housing Laws.
- Inquiries- Answer inquiries and schedule tours for interested parties; show apartments; establish and maintain an active waiting list; maintain traffic and phone log.

- Applications- interview and screen prospects for eligibility; be responsible for all income verification.
- Resident Selection- make resident selection in accordance with HUD resident selection criteria and fair housing laws; consult with Managing Agent in high risk or questionable situations; certify future resident per HUD requirements.
- Certification/recertification- annual recertification in accordance with HUD policy and requirements.
- Move-In- handle all details of move-ins and move-outs in a timely manner to keep vacancy rates to a minimum; perform apartment inspections upon move-in and move-out; sign leases, income certification, and other required forms for move-in.

8. Maintenance

- Inventory- maintain inventory of all furniture, equipment, maintenance tools and supplies.
- Preventive- responsible for weekly inspection of the property and taking necessary action within budget for improvements; create and implement a comprehensive preventive maintenance program.
- Routine- record work order request, ensure prompt handling time; schedule and oversee regular maintenance program; walk grounds daily.
- Capital Improvements- assess needs for capital improvements and make recommendations to Managing Agent; maintain updated equipment list with serial numbers.
- Grounds- maintain landscape maintenance.

Please submit a **resume and cover letter** that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@c atlanta.org