



Job Announcement Montecito Village

Position Title: Assistant Property Manager **Posting Date:** July 1, 2010
Property Name and City: Montecito Village Apartments, Ramona
Position Type: Temporary -20 hours per week
Compensation: Depending On Experience

PROPERTY SUMMARY:

70 Unit Family Community - HUD Section 8 - Tax Credit - CalHFA Bond

SUMMARY OF THE POSITION:

Looking for assistant to help with annual income determinations. Scheduling, Interviewing, processing income and asset verification, filing, good communication skills required for preparing correspondence and obtaining necessary information to perform income certifications in accordance with HUD Handbook 4350.3. Temporary position 7/1/10-10/31/10.

DUTIES & RESPONSIBILITIES:

1. Detailed list of duties and responsibilities

Support - Providing administrative assistance to Property Manager including tasks such as [Administration and Compliance with Annual Income determinations].

- a. Assists in the day-to-day administration of the property office in a clean and well organized manner, including answering telephones, interacting with residents in a courteous and professional manner; sorting, distributing, opening and answering mail daily; and handling resident inquiries and concerns.
- b. Exercises common sense, good judgment, consistency and self-control in day-to-day contact with residents and in other business-related matters.
- c. Assists Property Manager in consistent application of property rules and regulations, lease, lease addenda and documents, and reports all violations.
- d. Processes, completes and maintains accurate resident files at move-in within established regulatory guidelines.
- e. Assists property manager in upholding compliance with regulatory requirements, which includes posting all licenses, permits, notices and occupancy permits required by federal, state and local jurisdictions; and preparation and submittal of reports in an accurate and timely manner.
- f. Communicates all problems to Property Manager for assistance in resolution.
- g. Collects rents and other monies; ensures that all transactions are processed and inputted accurately and completely in MRI; and completes daily deposits of all monies collected.
- h. Reviews all delinquent accounts and resident receivables, and determines necessary course of action to collect outstanding balances in consultation with the Property Manager.
- i. Utilizes purchase orders when making purchases for the property.
- j. Adheres to all accounting and reporting procedures required by JSCO.
- k. Assists in ensuring staff compliance with JSCO safety program .

Correspondence – Type drafts for approval by manager, make copies for filing, label, and mail correspondence. Use proper business letter style, correct mistakes, and prepare final documents in a timely manner.

Files – Create and maintain files, both hard copy and electronic as requested by regional managers and in accordance with JSCO practices. Keep files organized and labeled for easy retrieval by administrative staff and managers.

Document Creation – Update and/or create spreadsheets, fliers, reports, and other documents as requested. Save documentation in the appropriate location online, and hard copies as necessary. Label



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all documents in accordance with JSCo practices.

Scheduling – Manage schedules as requested for regional managers, set up appointments and reminders as necessary or requested.

Customer Service – Place and receive calls to vendors, utilities, bookkeepers. Field phone calls. Take detailed messages. Provide information and assistance in a professional manner.

Mailings – Assist with making copies (in house or through a copy shop) assembling enclosures, creating labels, and meeting deadlines for mailings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each primary job function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS & KNOWLEDGE

- **Problem Sensitivity/ Deductive Reasoning** — Ability to tell when something is wrong or is likely to go wrong and then apply general rules to specific problems to produce answers that make sense. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems and considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Policies and Regulations** — Knowledge of company policies, federal, state and local laws, government regulations and agency rules that pertain to properties managed.
- **Written Comprehension and Expression** — Ability to read, understand and communicate information and ideas in writing so others will understand.
- **Oral Comprehension and Expression** — Ability to listen to, understand and speak so others can understand ideas and information presented verbally. Must be able to distinguish the sounds made by emergency equipment from other environmental sounds.
- **Mathematical Skills** — Ability to add, subtract, multiply, and divide, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to read and understand basic financial statements and a willingness to learn to prepare annual budgets.

EXPERIENCE

- Demonstrated ability to handle a large number of projects at once and shifting priorities in a fast paced environment.
- Demonstrated knowledge on Microsoft Office programs such as WORD, EXCEL, and OUTLOOK are essential. MRI software knowledge a plus

EDUCATION – High School Diploma or GED required. Associates Degree; Bachelors of Arts or Science; or one year experience in affordable housing management and two years managing people, projects, materials and information; or equivalent combination of education and experience is desirable.

Send Resumes To: ocorrea@bentallres.com or ccrawford@jsco.net



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