



**Job Opening for Community Manager
Malvern Manor Apartments, Richmond, Virginia**

Qualifications & Abilities

The ideal candidate will possess the following qualities:

- ✓ Bachelor's Degree in Management or related field and 5 years property management experience OR
- ✓ 7+ years experience in property management or combination of education and experience
- ✓ Supervisory experience as well as strong administrative and financial ability
- ✓ Proficient in Microsoft Office
- ✓ Superior problem solving & excellent written & oral communication skills
- ✓ Team player

Areas of Responsibility

The Community Manager is responsible for the following areas:

Financial Reporting

- ✓ Assist in making the annual operating budget
- ✓ Approve invoices
- ✓ Create weekly, monthly activity reports

Accounting

- ✓ Accountable for income & expenses relating to property
- ✓ Use Yardi to coordinate profit & loss statements, leasing summaries, advertising activity, etc.
- ✓ Responsible for bank deposits, petty cash fund
- ✓ Monitor delinquencies

Market Analysis

- ✓ Make recommendations for cost effectiveness & income enhancements as appropriate
- ✓ Maintain awareness of market/industry conditions & trends and make recommendations

Safety & Maintenance

- ✓ Monitor physical condition of all units, common areas, & fixtures and make budget recommendations for improvements
- ✓ Handle property incident reports and ensure accuracy
- ✓ Oversee vacancy status documentation
- ✓ Solicit bids for contract services

Office Administration

- ✓ Ensure proper training of office staff
- ✓ Approve lease applications and renewals
- ✓ Oversee all office operations & ensure proper controls over accounting & reporting, etc.

Management Accountabilities

- ✓ Ensure compliance training on fair housing laws for all employees
- ✓ Supervise all on-site employees and responsible for hiring, promotions, and terminations

If you are interested in applying for this position, or know of someone who would be interested in applying for this position, please submit resumes to Ana Reilly, via e-mail areilly@gumprop.com or fax (804) 521-5360 Human Resources Manager, at the following address, email, or fax number by Wednesday, March 15, 2017