



**Job Opening for Community Manager  
Southgate Towers Apartments, Miami Beach, Florida**

***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***

- ✓ Prepares 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 associates
- ✓ Supervise all on-site associates 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 via email, [areilly@gumprop.com](mailto:areilly@gumprop.com) or facsimile (804) 521-5360 to Ana Reilly, Human Resources Manager.***