



APPENDIX A

Title:	Site Manager Brown's Memorial Manor	Posting Date:	
Supervisor:	Property Manager	Status:	
Location:	640 Hudson Ave	Grant Funded:	No
	Rochester, NY 14621	Schedule:	Part-time
		Hours/week:	20 Hours

GENERAL DUTIES:

Under the supervision of the Property Manager:

1. Show Apartments to prospective tenants
2. Compose memos, advertisements, letters and brochures.
3. Perform income qualifying compliance paperwork at move in and recertification using approved software
4. Execute Funder occupancy reports
5. Perform Move in and Out inspections
6. Coordinate Work orders
7. Supervise Janitorial and Maintenance Staff
8. Coordinate Outside Vender Work and Contracts
9. Perform Clerical duties such as copying, faxing and mailing.
10. Collect Rents, reconcile in approved software and write invoices
11. Perform such other relevant duties as may be assigned by supervisor.

QUALIFICATIONS:

- High School Diploma
- At least two years experience in property management or accounting
- An equivalent combination of education and experience may be acceptable.
- Knowledge of office procedures, methods and equipment; typing skills; clerical skills; grammatical skills; and the ability to interpret and learn rules and regulations. Competency with Microsoft Office Suite
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- Knowledge of LIHTC and/or HUD regulations
- Knowledge of Boston Post or other property management software
- Ability to relate to and empathize with diverse populations
- Ability to relate well with others, a team player with a positive can do attitude
- Must be customer service oriented