



ROGERSON COMMUNITIES

dignity. longevity. **vitality.**

POSITION: Assistant Property Manager
SUPERVISOR: Property Manager
LOCATION: Council Tower, Roxbury
FLSA STATUS:

ABOUT ROGERSON COMMUNITIES:

With over 150 years of experience, Rogerson Communities has grown to provide a network of innovative, accessible, affordable housing and services for elders, persons with disabilities, and the working poor in the Greater Boston area. This is an opportunity to join a team that pioneered Adult Day Health programs that support elderly and low-income men and women by enhancing dignity, self-reliance and vitality. Rogerson Communities is committed to providing the people it serves the highest quality of care and is looking for individuals who share this vision.

SUMMARY OF RESPONSIBILITIES:

Assistant Property Manager is responsible for all clerical work (financial record keeping and reporting) associated with the management of the building and for any special project.

REQUIRED EDUCATION/EXPERIENCE:

- College degree or three consecutive years experience in a managerial capacity in property management.
- Experience maintaining payable and receivable records and producing monthly financial summary reports.
- Ability to visually inspect property at close level of detail.
- Must be able to walk to all parts of the building during emergencies or for inspections.

SPECIFIC RESPONSIBILITIES:

Occupancy:

- Prepare and process all leases and all other related Resident forms.

Maintenance:

- Perform and certify daily and weekly inspections of the facility.
- Monitor cleaning and maintenance activity and provide on-going input to Property Manager on staff's performance.
- Supervise maintenance staff in absence of Property Manager.
- Assist Property Manager in overseeing the on-site performance of vendors and independent contractors.

Financial:

- Collect, record and deposit all receivables, such as rents and miscellaneous charges.
- Submit all rent collection data to Rogerson Communities and Property Manager.
- Purchase materials and supplies as approved by Property Manager.
- Examine all invoices and code in conformity with vendor codes and chart of accounts.
- Process check requests and invoices for approval by Property Manager.



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- Initiate “late” and “14-day” notices for Property Manager.
- Prepare and reconcile Section 8 voucher every month.
- Compile annual verification and re-certification for each tenant.

Administration:

- Maintain all tenant and building records and files according to Agency compliance requirements.
- Maintain office equipment in good condition and appropriate stock of office supplies.

FUNCTIONAL QUALIFICATIONS:

Standing: 34% to 66% of the time

Balancing: 34% to 66% of the time

Kneeling: 34% to 66% of the time.

Reaching/working overhead: 34% to 66% of the time

Pulling: 34% to 66% of the time 10-20 pounds

Walking: 34% to 66% of the time

Stooping: 34% to 66% of the time.

Crouching: 34% to 66% of the time.

Pushing: 34% to 66% of the time 10-20 pounds

Lifting/carrying: 34% to 66% of the time 10-20 pounds

TO APPLY:

Interested applicants can send resume, cover letter and salary requirements by one of the following options:

E-mail: careers@rogerson.org (Please indicate job title in subject of e-mail)

Fax: 617-469-5861 c/o HR Department

Mail: HR Department- Rogerson Communities

1 Florence Street

Boston, MA 02131

Rogerson Communities provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Rogerson Communities offers a comfortable working environment along with competitive benefits including health, dental, vision, retirement, paid time off and other benefits.