

Title: Property Manager

FSLA: Exempt

Purpose: To provide leadership and direction in the efficient day-to-day operations of an apartment community.

Reports to: Regional Property Manager

Supervises: Property staff

Qualifications:

- High school education or equivalent.
- Ability to read, write and comprehend the English language.
- Mathematical skills (high school level) in order to calculate prorations, bank deposits, etc.
- Possesses excellent communication and people skills.
- Competent ability with computer, E-mail, property management software programs, word processing and spreadsheet programs, calculator and fax machine.
- Must possess valid driver's license.
- Two years apartment management experience preferred.
- College, Certified Apartment Manager or Accredited Residential Manager coursework preferred.

Special Licenses or Certificates Required: None

Essential Functions:

- Performs daily inspection of property to ensure property upkeep and pristine curb appeal.
- Performs regular inspections of vacant and market ready apartments to ensure "Sparkling Clean" quality.
- Performs daily review of service requests to ensure timely completion and adherence to legal time constraints.
- Directs and oversees all activities and responsibilities of property staff.
- Manages staff to include recruiting, training, counseling, motivation, evaluation and termination.
- Prepares Monthly Marketing Plan and Variance Report in a timely and accurate manner.
- Prepares or supervises the timely and accurate preparation of all required reports and forms including weekly occupancy report, daily bank deposits, monthly collection report and summary, delinquency reports, accounts payable, statement of deposit accounts, personnel forms, incident reports, purchase orders and monthly marketing survey.
- Prepares payroll reporting, verifies accuracy and approves all property employees' timesheets.
- Reviews financial statements on a monthly basis with Regional Property Manager and prepares general ledger corrections.

Essential Functions (continued):

- Performs balancing of month-end reports and authorizes monthly close-out.
- Communicates effectively and on a regular basis with Regional Property Manager to update him/her on community.
- Ensures orderly records are maintained on property in accordance with CAM policies.
- Must stay informed and comply with all policies and procedures as outlined in the CAM Operations Manual.
- Conducts annual inspection of all apartments.
- Adheres to CAM guidelines for effectively purchasing supplies, maintaining expenses within budget and obtaining bids on appropriate community projects.
- Reviews, ensures accuracy and receipt of supplies and approves all invoices for payment.
- Ensures that CAM safety program is followed by all staff members.
- Ensures that all property staff members adhere to company key policies.
- Maintains working knowledge of laws, rules, and regulations concerning apartment leasing and management, i.e., fair housing, collections and evictions, towing and pool enclosures.
- Coordinates and participates in resident functions.
- Prepares quarterly community newsletter.
- Must always be courteous and helpful to residents, prospective residents and co-workers.
- Must have reliable transportation in order to make bank deposits, attend meetings, purchase and pick up supplies.
- Must have mode of communication in which to be contacted at home and to respond in cases of emergency.
- Must be available for overtime, weekend, holiday and evening work.
- Must be willing to be assigned to other Concierge-managed properties, as needed.
- Performs other duties as assigned by Regional Property Manager.

Physical Requirements:

- Frequent walking of property.
- Frequent climbing of stairs.
- Must be able to operate computer, calculator, copier, scanner and fax machine.
- Must have normal range of vision, hearing and speech.

Environmental Demands:

Indoors: 60%

Outdoors: 40%

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and it may be



modified at any time. At the request of their Regional Property Manager, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

I acknowledge receipt of a copy of this job description.

Employee Signature

Date

Employee Name (print)