

Regional Manager - Long Island

WB Residential Communities, Inc.

Deer Park, NY 11729

As Regional Manager, you will be responsible for working with Property Managers to insure the efficient operation of sites within your portfolio of projects.

ESSENTIAL FUNCTIONS: Position will perform varied duties of Property Manager, to include but not limited to:

- Involvement in staffing issues to include interviewing, training, overseeing and evaluating administrative staff and maintenance staff hired to support portfolio as well as preparing work schedules. Assist Property Managers with the preparation of annual operating budgets for each property in the portfolio.
- Conduct a minimum of two site visits per month per property.
- Responsible for the financial health of the properties.
- Preparing quarterly monitoring reports for lenders and state agencies.
- Review and comment on Monthly Operating Reports
- Prepare yearly budgets with property managers for presentation to senior management
- Interacting with state agencies on any issues regarding property operations or compliance.
- Prepare and be present for agency and lender site inspections.
- Monitor program compliance by auditing random tenant files.
- Randomly audit receivables and delinquencies.
- Review vacancies, conduct prospect virtual and physical tours.
- Prepare market study and analysis for annual rent increases.
- Manage communication with residents, prospective applicants, staff, and corporate office.
- Dealing with outside contractors and negotiating contracts for services (i.e., landscaping, snow removal, HVAC, painting) and capital improvements.
- Prepare and implement site specific preventative maintenance plans.

- Work very closely with maintenance supervisor to ensure preventative maintenance schedules and all vendor contracts are current, ensure proper COIs are in place for all vendors.
- Ensure compliance with Fair Housing Laws and Affirmative Fair Marketing plans.
- Other duties may be assigned as required. Occasionally may be asked to work on an evening or a weekend.

REQUIREMENTS & COMPETENCIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and / or ability required:

- Proficient in Yardi, MS Excel and Word, Outlook. Bookkeeping, A/P, A/R and Budgets.
- Ability to manage property budgets and ensure compliance with budgetary concerns.
- Knowledge of local and federal laws.
- Financial Acumen.
- Knowledge of building maintenance.
- Communication Proficiency (oral and written).
- Problem Solving/Analysis. Teamwork Orientation.
- Leadership Skills.
- Time Management skills and the ability to prioritize work with attention to detail.
- Customer/Client Focus (internal and external).
- Self-motivated and self-directed individuals willing to take initiative. Attendance, punctuality and a strong consistent work ethic are essential.
- For tax credit properties, ability to complete tenants' certifications

EDUCATION / WORK REQUIREMENTS:

- High School Diploma or GED required
- College degree helpful
- 5+ years of experience as a Property Manager
- LIHTC certified. Will pay for certification.

Schedule: Full-time

Salary: \$85,000 - \$95,000 commensurate with experience

Pay: \$85,000.00 - \$95,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday