

Property Manager

WB Residential Communities Inc. | Livingston Manor, NY

Overview:

We are seeking an experienced and organized Property Manager to oversee the daily operations of an affordable housing property. This position is responsible for staff supervision, leasing, tenant relations, financial management, property maintenance, and regulatory compliance. The ideal candidate has strong leadership and communication skills, knowledge of affordable housing programs, and the ability to ensure efficient property operations while maintaining a safe and welcoming environment for residents.

Major Responsibilities:

- Oversee daily property operations, including supervision and payroll management of site personnel.
- Manage leasing, occupancy, rent collection, lease administration, and tenant relations.
- Maintain accurate tenant files, process applications, and complete annual recertifications.
- Ensure compliance with HUD, LIHTC, blended occupancy, and applicable affordable housing regulations.
- Conduct property inspections and ensure units and common areas are maintained in a safe, decent, and sanitary condition.
- Coordinate maintenance requests, prioritize repairs, and ensure timely completion.
- Monitor property budgets, expenses, and financial operations.
- Prepare and maintain accurate property records, including rent rolls, delinquency reports, vacancy reports, and other required documentation.
- Complete weekly and monthly reporting to corporate headquarters.
- Perform other duties as assigned.

Major Skills Required to Perform the Job:

- Strong leadership, organizational, and interpersonal skills.
- Knowledge of HUD, LIHTC, affordable housing compliance, and EIV processes.
- Experience with property management, budgeting, bookkeeping, and financial reporting.
- Knowledge of building maintenance and applicable housing regulations.
- Proficiency in Yardi, Microsoft Excel, Word, and Outlook.
- Excellent verbal and written communication skills.
- Strong time management, problem-solving, and attention to detail.
- Ability to work independently and manage multiple priorities.

Requirements:

- Previous property management experience, preferably in affordable housing.
- Working knowledge of HUD, LIHTC, and blended occupancy programs.
- Experience with staff supervision, budgeting, and property operations.
- Strong work ethic, dependability, and professional communication skills.
- College education is preferred but not required.
- Pre-employment drug screening is required.

Shift, Salary, and Benefits:

Full-time, first-shift position offering $23.00 per hour. Candidates should have 3–5 years of property management experience. Benefits include health insurance, paid holidays, paid vacation, and a 401(k)-retirement plan.

To Apply:

Please submit resume via email to Andrew Carlone at accarlone@wbpdev.com

