



Property Administrator

Status: Full-time: Nonexempt

Location: Napa, CA

Hours: Monday - Friday regular business hours

Salary: DOE

Comprehensive benefits

The Property Administrator is the administrative support for the VP of Property Management on operational, fiscal, compliance, and physical management of buildings.

The position requires an experience in property management reporting with excellent administrative and interpersonal skills, who is sensitive to residents' needs and be able to inspire teamwork with their peers. S/he must use a sound approach to building management, exercise good judgment in problem solving, and thrive in a stressful and active team setting environment.

General Job Responsibilities:

- Assist in monitoring compliance with occupancy standards and rent collection standards set by the organization.
- Coordinate tenant, property management meetings and trainings.
- Assist in monitoring and maintaining annual budget and capital improvement plans for each project.
- Assist in preparing and submitting management and financial/occupancy reports to funders or regulatory agencies as needed.
- Audit end of month reports at Yardi system and prepare quarterly variance reports for each property to include rent payments and payment plans.
- Ability to create presentations and reports in Excel and PowerPoint for external and internal stakeholders.
- Assist in developing, implementing, and enforcing lease agreement/house rules, tiered rent increase, fair housing training, and section 8 Housing rent increases, housing laws, and local ordinances.
- Assist with onboarding new projects via construction, and relocation projects.
- Assist with monitor vacancies, rent roll, receivables, weekly, and monthly reports.

- Work collaboratively with Facilities Manager, Property Managers and Maintenance team.
- Assist in collecting legal documents, files, and photo for proceedings such as evictions or resident disputes.
- Assist in de-escalate and mediate resident grievances in a timely and professional manner.
- Assist in hosting portfolio meeting monthly.
- Participate in bi-monthly safety meeting.
- Represent organization with residents.

Other

- Ensure staff know and follow safe work practices and policies by attending all tailgates for safety training.
- Assist in monitoring performance tracking systems for properties.
- Conduct regular site visits and attend resident meetings if needed.
- Maintain ongoing communications with Facilities Manager, Property Managers and other stakeholders.
- Coordinate all monthly, quarterly, and annual reports to be completed on time.
- Assist in developing and implementing training system such as, change of Tax Credit and HUD policy, Yardi Voyager, and fair housing.
- Assist in developing, implementing, and maintaining programs addressing building safety, cleanliness, and preventative maintenance.
- Assist in creating a reporting structure on departmental goals on vacancy, and financial status of portfolio.

Knowledge, Skills, And Experience

- 4-year college Degree in either Accounting, Business Management, Business Science or Psychology
- Familiarity with affordable housing management principles, including funding and regulatory requirements, landlord/tenant law, and fair housing regulations
- Sensitivity to challenges facing low-income and bilingual and or monolingual residents
- Excellent communication skills, both verbal and written skills
- Certified Occupancy Specialist or Tax Credit Specialist

- Ability to manage conflict and stressful situations
- Capacity to work independently and exercise own judgment in problem-solving
- Ability to read blueprints and floor plans
- Ability to work with people of diverse social and ethnic backgrounds, multilingual helpful

Minimum Qualifications

- 2-year college degree in Business Management
- Experience developing, monitoring, and reporting on budgets
- Excellent organizational, administrative, financial, and communication skills
(written and verbal)
- Experience in managing low income/affordable residential property reports
- Knowledge of HUD, HOME, CALFHA, TCAC, and other guidelines/programs
and unit- based subsidies
- Demonstrated experience with affordable housing populations
- Proficient in Microsoft Word, Excel, and YARDI Property Management Software
- Preferred Qualifications
- Experience working in the nonprofit sector
- Certified Occupancy Specialist (COS) or Tax Credit Specialist (TCS)