

RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION
POSITION DESCRIPTION

Position Description: Property Management Finance Coordinator /
Regional Manager

Position Classification: Grade 42 Exempt \$43,391 to \$52,738

Supervisory Responsibility: On-Site Property Management Staff, SPCs and
Maintenance Coordinator as appropriate

Supervised by: Director of Property Management / CEO

Work Site: Corporate Office / Assigned Properties

General Purposes and Responsibilities:

Assist in the planning, implementation and maintenance of the multi-family property management program which responds to the shelter needs of tenants, the financial obligations of the agency, and the need to protect and maintain the owner's* real property. Ensures the multi-family property management program is carried out in a manner consistent with local, state and federal laws as well as applicable Regulatory Agreements governing properties. Supervise the assigned on-site property management staff, SPCs and Maintenance Coordinator as appropriate. Coordinate the preparation and implementation of annual budgets required for each property. Coordinate and assist with the training and acclimation of all new on-site property management staff in the use of RCHDC's Property Management Software. (*"Owner" may also include owners of properties other than RCHDC and its related entities to whom RCHDC provides management services under contract).

Examples of Specific Tasks:

The duties and responsibilities of the Property Management Finance Coordinator / Regional Manager are expected to include but not be limited to the following:

1. Perform the duties and responsibilities of a Regional Manager for a limited number of properties.
2. Coordinate the preparation of annual budgets for all properties and assist the other Regional Managers as required in the preparation of their individual budgets.
3. Review budgets prepared by the other Regional Managers for accuracy and logical presentation in view of the challenges and issues faced by the property in the preceding year.
4. Assist where necessary with coordination of responsibilities between the Finance Department and the Property Management Department.
5. Coordinate the implementation of RCHDC's Property Management Software for any new properties, train new employees in the use of the software, and assist on-site property management staff with any questions or issues involving the software.
6. Assist both the Finance Department and the Property Management Department as required with other duties and responsibilities.
7. All other tasks as assigned by the CEO or the Director of Property Management.

Qualifications & Requirements

1. Associate degree from an accredited college or university in accounting, business administration, real estate or related field; **and** two years of progressively responsible experience in business, real estate, administration, accounting or related field; **or**, any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
2. Familiarity with building regulations, landlord-tenant law and contract law.
3. Staff training and supervisory skills are desirable.
4. Experience in analyzing financial reports, preparing budgets and preparing

- financial forecasts.
5. Must demonstrate good verbal and written communication skills.
 6. Must demonstrate an understanding of property management software and basic accounting skills.
 7. Ability to understand government regulations as applied to affordable housing.
 8. Possession of a California Real Estate Salesperson's or Broker's license is desirable.
 9. Must be bondable.
 10. Must Possess a valid California Driver's license, automobile liability insurance, reliable transportation and willingness to use own automobile on the job.
 11. Ability to work with and be sensitive to the needs of low-income and senior residents.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand and fingers to handle, feel or operate objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.