



REGIONAL PROPERTY MANAGER

American Apartment Management Company based in Knoxville, Tennessee is establishing a new Great Plains region and is recruiting for a REGIONAL PROPERTY MANAGER. The ideal candidate will have several years of multi-site experience with a strong background in both Project-based Section 8 and Low-Income Housing Tax Credits. Ideally, the position will be based out of Fargo, ND and will oversee assets located in North Dakota, South Dakota and Kansas. Other potential locations include Sioux Falls, SD and Kansas City, KS. The position will report to either the President or the Director of Operations.

The REGIONAL PROPERTY MANAGER is responsible for maintaining the integrity of the physical asset and maximizing the returns from the asset in accordance with the owner's objectives. The REGIONAL PROPERTY MANAGER also has responsibility for the training and development of all personnel assigned.

RESPONSIBILITIES:

The activities listed below are not intended to be all-inclusive, but they are indicative of the type of activities normally performed by the REGIONAL PROPERTY MANAGER.

Maintaining the Physical Asset

- Supervises the management and maintenance staff of the properties assigned
- Completes regular inspections and follow-up on maintenance work
- Reviews all contractual services

Marketing and Leasing

- Supervises on-site Manager and/or leasing personnel
- Approves all advertising and marketing programs
- Completes regular market comparisons (if applicable)
- Reviews rental applications and lease forms for accuracy and compliance with policy
- Makes recommendations to improve marketing and leasing programs.

Rent Management

- Maintains effective resident relations
- Supervises rent collection policies and implementation of collection programs

Financial Reporting and Control

- Oversees budget preparation
- Reviews monthly financial accounting, reporting and explanation of variances
- Approves invoices for payment, when necessary
- Assures that all monies due from HUD are requested on a timely basis

Administration

- Maintains property files and records
- Handles employee selection, training and control and assures that all supervised employees comply with the appropriate policies and procedures
- Establish programs for employee development
- Interfaces with outside professionals regarding legal, accounting, insurance, tax, and other matters as appropriate
- Completes all duties in a professional and timely manner
- Handles any emergencies that may arise on-site (as necessary)
- Communicates all problems and makes recommendations to immediate supervisor

Chartered in 1972, American Apartment Management Company's sole purpose is the management of multifamily housing with emphasis on the operations of low and moderate-income developments. The company currently operates over 8,000 units on more than 100 properties located in 13 states and the District of Columbia.