

INNER CITY CHRISTIAN FEDERATION
Job Description

Job Title: Assistant Property Manager
Department: REDM
Reports To: Senior Property Manager
FLSA Status: Non-Exempt
Prepared By: Jan van der Woerd
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SUMMARY

Assists Property Managers at specific ICCF developments, while working flexibly within the Property Management department to support other functions and properties. The Property Management Assistant reports to the Senior Property Manager. Assists in the management of real estate holdings for ICCF by performing the following duties personally or through other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Charges rent using Yardi/ledgers and applies late fees when required.
- Charges billable fees on ledger books when required.
- Credits rent paid on ledger book.
- Prepares deposit slips and makes deposits.
- Enters rent payment into accounting system.
- Processes and mails 7 Day Notice To Quit when necessary.
- Prepares documents required for court proceedings.
- Maintains waiting list of potential applicants for ICCF properties.
- Processes applications including all documentation necessary to ensure resident qualification.
- Coordinates recertification of renters for all properties.
- Receives, assigns, and tracks work orders for ICCF properties.
- Performs routine filing and correspondence.
- Assists in providing coverage of phones and customer window.
- Prints period summary for management and tenant, accessing charges and late fees as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and 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 job. 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.

ICCF is an EEO employer.

Please send a cover letter and resume to hr@iccf.org.