



POSITION ANNOUNCEMENT

Position: Asset Manager

Reports to: Director of Real Property & Asset Management

Function: Manages agency portfolio of real property assets

Tasks:

- Assures initial and annual tenant income verification according to funder requirements (HUD, OMH Supported Housing, LIHTC investors) by providing technical support to administrative staff and maintaining an internal audit program
- Manages lease portfolio
- Prepares rent roll for payment on a monthly basis
- Reviews and approves monthly HUD Housing Owner's Certification and Application for Housing Assistance Payment
- Assists Director in preparation of applications for HUD rent increases
- Assures implementation of Fair Housing Marketing Plans
- Assists Director to reconcile client rent arrears
- Provides accounting support for capital projects, capital replacement reserves, property operating expenses and tenant security deposits
- Prepares Property Cost Work Sheets
- Develops and maintains capital maintenance and replacement plans
- Assures implementation of work plans for ongoing maintenance and repair
- Tracks and assures disposition of property related violations from City, State, and federal regulatory agencies
- Procures bids and contracts for property maintenance and repair
- Assists facility managers/superintendents to manage major repairs
- Manages service contracts for building systems
- Prepares income, expense and budget reports, as requested
- Staffs internal audits.
- Other duties, as assigned

Qualifications: Bachelor's degree in accounting, business administration or related field. Sound background in accounting, knowledge of GAAP. Strong computer skills. Strong written and oral communication skills. Strong administrative and organizational skills with exceptional attention to detail. Excellent interpersonal skills. Capable of taking an assignment from concept to conclusion with minimal supervision. Property management experience preferred.

Salary: \$45,500 - \$51,437 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer
Director, Human Resources and Information Management
Email: jobs@acmhny.org

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

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