



JOB ADD POSTING

Job Title:	Regional Property Manager	Job Code/ Req #:	1004
Location:	Jacksonville/PCB, Florida	Travel Required:	No
Salary Range:	BOE	Position Type:	Full Time
HR Contact:	Schreka McKinney		
Date posted:	08/25/2011	Posting Expires:	Until filled
External posting:	Yes		
Internal posting:	Yes		
Applications Accepted By:			
Fax or E-mail:			
(404) 745-0055 or hr@condominiumconcepts.com			
Subject Line: Attention: [HR Department RE: Job Code/Req# and Title]			
Job Description			
ROLES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Fully accountable for ALL property and office operations • Manage and coordinate activities and available resources to accomplish property/Board/Developer objectives • Recruit, hire, train, motivate and support all site staff • Conduct all business in accordance with company policies and procedures, Fair Housing, ADA, Fair Credit Reporting Act and all other Federal, State and Local laws pertaining to Multi-family housing and real estate licensing • Assist in the preparation of annual operating budgets • Review monthly financial statements for accuracy, completeness and budget compliance • Prepare monthly budget variance report for Board • Produce and maintain professional, accurate and comprehensive records • Process all accounts receivables and payables, checking invoices for accuracy and aggressively handling the collection of all delinquent accounts. This includes working with the Associations attorney, as approved by Board • Attend monthly Board meetings, attend elections and annual meetings • Expeditiously respond to Board, Homeowner and/or Developer requests • Notice all meetings in accordance with by-laws and Statues • Walk the property on a weekly basis ensuring that it is well maintained and staff is performing 			



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- Respond to all Emergency situations, preparing necessary reports to Board and Senior Staff

QUALIFICATIONS AND EDUCATION REQUIREMENTS

4-year college degree or comparable knowledge in Condo and Apartment Management

-Must have experience in Condo AND Apartment Management

-CAM License

PLEASE REFERENCE JOB TITLE AND JOB POSTING NUMBER WHEN SUBMITTING RESUME

Reviewed By:		Date:	
Approved By:	Schreka McKinney	Date:	08/25/2011
Last Updated By:		Date/Time:	