



OPEN RECRUITMENT
Internal Job Announcement
February 6, 2019

Position Title: Business Manager
Supervisor: Regional Portfolio Supervisor
Classifications: Exempt
Closing Date: February 12, 2019

IN-HOUSE APPLICANTS ONLY
To apply for this position, complete the attached Internal Job Application Process.

SUMMARY:

Under the general direction of the Regional Portfolio Supervisor, the Property Business Manager directs the efficient and effective operation of assigned property. Oversees all operational and financial aspects to include maximizing net operating income and managing all activities related to leasing, maintenance, resident services, capital improvements and collections. Maintains oversight of expense controls, staff management and risk management. Ensures compliance with federal, state and local laws and regulations as well as company policy. The incumbent must have strong leadership skills and a spirit of cooperation and teamwork to fulfill the responsibilities of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Collect rents and maintain computer records according to the QuadCo's On-Site Procedures Handbook.
- Process requests for rent adjustments in accordance with established procedures, including obtaining verifications, entering information into computer, etc.
- Prepare and monitor site budget.
- Post charges associated with work order, late charges, etc. by entering them in computer and generating notices for residents.
- Follow-up delinquent accounts and pursue collections in accordance with established procedures
- Monitor expenses to ensure spending is within guidelines.
- Maintain tenant files and related documentation regarding continuing eligibility and adjustments.
- Show vacant apartments utilizing professional marketing procedures, and maintain a high level of continued occupancy by leasing property in a timely manner.
- Check references and other information on resident applications through QuadCo's approved credit and criminal investigative service.
- Complete Rental Agreements.
- Make daily bank deposits.
- Prepare reports in accordance with established procedures.
- Complete move-in and move-out reports, and send move in and move out packages to Property Accountant for permanent filing and disbursement of security deposits.
- Address resident concerns in a professional manner.
- Send/Post all notices regarding compliance to rules and regulations when a violation occurs.
- Hire, train, supervise and (sometimes) terminate site staff.
- Issue purchase order numbers and track purchases from order through invoice.
- Process invoices for correctness, accuracy, and proper coding.
- Purchase office supplies and other administrative supplies for the property.

ESSENTIAL DUTIES AND RESPONSIBILITIES CONTINUED:

- Maintain and reconcile the property's petty cash fund.
- Maintain and reconcile the property's declining budget.
- Write advertisements if needed obtain prices and place advertisements (with Property Manager's approval) in the appropriate publications for best exposure for the community.
- Establish and maintain a waiting list per established procedures.
- Complete and submit incident reports for all events that may involve injury or damage.
- Maintain the property business office in a neat, orderly and business-like manner at all times with regularly scheduled office hours per established procedures.

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.

JOB COMPETENCIES:

- Knowledge of standard industry practices in property management.
- Knowledge of HUD programs and compliance, HUD 4350.3 and waitlist management
- Knowledge of laws and standards that apply to property management, such as Fair Housing Laws, Landlord-Tenant Law, OSHA Standards, local and state building codes.
- Basic knowledge of building maintenance, fire prevention and liability reduction principles.
- Knowledge of basic office practices, procedures, and equipment.
- Knowledge of the principles of management and supervision.
- Knowledge of the operation of the QuadCo's Onsite computer system and software.
- Knowledge of the agencies that provide assistance and services to residents, including some knowledge of eligibility requirements.
- Knowledge of Basic English in order to communicate verbally and in writing.
- Knowledge of mathematics sufficient to perform calculations required for summarizing rent collections, making deposits, and for rent adjustments.
- Ability to maintain required records such as tenant files, vacancy reports, etc.
- Ability to procure goods and services in accordance with QuadCo procedures and in keeping with the assigned Operating Budget for the property.
- Ability to read and interpret policies and guidelines in order to make sound decisions.
- Ability to prepare clear concise reports and make appropriate recommendations within scope of responsibility.
- Ability to use basic office equipment such as telephone, fax, copier and computer.
- Ability to communicate verbally and in writing.
- Ability to generate records, receipts, and reports efficiently using a calculator and the computer system.
- Ability to establish and maintain effective working relationships with peers, superiors, residents, community service agencies, and the public.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Skilled in analyzing situations in order to identify problems and offer possible solutions.
- Skilled in communicating with all types of people in a wide variety of situations.

EDUCATION AND/OR EXPERIENCE:

High School education or equivalent, prefer education beyond high school. Minimum 3-5 years' experience as a Property Manager and experience involving Conventional HUD Public Housing.

Property Management with additional experience at the property level. Industry recognized training, certifications, or credentials such as ARM, CAM, CAPS, COS, or HCCP desirable

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.



INTERNAL JOB APPLICATION PROCESS

Thank you for considering job opportunities within QuadCo Management Solutions, Inc. The following guidelines have been provided to make this a more efficient process. Please feel free to contact the Human Resources Department at (817) 333-3453 (A-L) or (817) 333-3575 (M-Z) should you have any questions.

- Complete the Internal Job Application form (attached).
- Sign the form.
- Obtain the supervisor's signature.
- Take the completed form, a recent resume, and any other attachments to the HR department.

NOTE:

- To be eligible to participate in the job posting process you must be employed at your current position for at least six (6) months, have a satisfactory work record, and be in good standing at your current position. Exceptions will require approval from the Human Resources Manager.
- Each employee interested in applying for an open position is encouraged to have a discussion with his/or her current supervisor/manager about his or her interest in applying for the position. If you indicate an interest in a new position, your current position or status with QuadCo will not be jeopardized.
- Internal candidates will be given preference in consideration over similarly qualified external candidates. In doing so, QuadCo will always attempt to hire and/or promote from within when current employees may possess comparable or greater qualifications.



INTERNAL JOB APPLICATION FORM

Name: _____ **Date:** ____ / ____ / ____

Current Department: _____ **Current Supervisor:** _____

Position (s) Applying for: _____

1. Why are you looking to leave your current position?

2. How long have you been in your current position?

3. Please tell us why your qualifications meet the minimum requirements for the position and include any special degrees, licensure or training. Please attach a recent resume and any other documents you feel appropriate.

4. Are you related to or would be considered a personal associate to anyone within the hiring department for which you are applying? ("Personal Associates" are defined as individuals with close personal relationships such as "romantic" or "dating" relationships.)

Employee Signature

Supervisor Signature

*My signature, as the current supervisor, signifies that I am aware of the employee's candidacy for this position.

Date

TO BE COMPLETED BY THE HIRING DEPARTMENT AND HUMAN RESOURCES

Date that the application was received by HR: ____ / ____ / ____

Was the employee interviewed? ____ Yes ____ No

Date of Interview: ____ / ____ / ____

Human Resources Representative/Date

Hiring Department Representative/Date

