



November 8, 2021

ASSISTANT PROPERTY MANAGER JOB OPENING

Are you looking for an meaningful career that will provide you with great benefits? Here at Mercy Housing we have amazing Medical, Dental, Vision plans, 403B with Match and generous time off.

We are looking for an **Assistant Property Manager at The Openhouse Community at 55 Laguna, a senior LGBTQ welcoming community in partnership with Openhouse in the city of San Francisco. Experience with the LGBTQ community, senior populations as well as the previously homeless is preferred.** The Assistant Property Manager will assist the Property Manager in the day-to-day operation of the property; assumes leadership and initiative in the absence of the Property Manager. Collaborates with site team and residents to create and strengthen a healthy community, facilitate on-site communication, and monitor property goals. This position is not eligible for hybrid work schedule.

****This is a brief description summarizing the abilities and skills needed for the position.****

Essential Job Functions & Responsibilities:

- Enters data in resident accounts receivable ledgers, codes invoices in a timely and accurate manner.
- Assists with resident records documentation to comply with appropriate affordable housing regulations.
- Assist with collection of rent and other income, makes bank deposits, and forward receipts to the National office.
- Assists with the leasing process from initial application to move-in.

Requirements

MINIMUM QUALIFICATIONS OF POSITION

Education:

- High School diploma or equivalent.

PREFERRED QUALIFICATIONS OF POSITION

Experience:

- One (1) year of administrative, office, accounting, or customer service experience.

Knowledge and Skills:

- Adhere to complex regulatory requirements.
- Maintain resident account receivable ledgers under supervision.

Salary:

\$21.00 - \$23.00 per hour, DOE.

Resumes:

Please email your resume to Cflores@mercyhousing.org

**Position Open Until Filled
EQUAL OPPORTUNITY EMPLOYER**