



Position Title: Property Administrator

Accountable To: Sr. Property Manager

Status: Full-time Non-exempt

Overview:

The Gunnison Valley Regional Housing Authority's mission is to advocate, promote, plan and provide a long-term supply of desirable and affordable housing in Gunnison County in order to maintain a well-rounded community. We are a multi-jurisdictional Housing Authority created and supported by Gunnison County, the City of Gunnison, the Town of Crested Butte, and the Town of Mt. Crested Butte.

The primary goal of the Property Administrator is to assist the Property Management function with all aspects of the effective management of GVRHA's residential affordable housing portfolio, including but not limited to following duties and responsibilities:

Duties and Responsibilities:

- Interact with tenants; field and respond to tenant inquiries through portal, via email, phone and at times in person. Communicate with tenants about maintenance, rules and regulations, and inspections.
- Visit property sites to collect rent, meet with contractors, assess maintenance requirements, and check general property condition with and for Sr. Property Manager.
- Track and collect rent receivables, prepare accounts payables for payment and reconcile property bank accounts according to company timelines, policies and procedures. Assist Sr. Property Manager as needed with additional accounting, reporting and administrative functions.
- Compile & prepare monthly owner reports for Sr. Property Managers' review, assist Sr. Property Manager with budgeting and audit process.
- Accept applications and conduct screening/intakes of eligible participants for GVRHA properties. Manage fair, accurate, effective wait list process and follow up according to policy.
- Conduct annual recertifications for HUD and LIHTC properties, and for other properties as needed.
- Cover on-call for emergency duties 2 weekends per month and other times as assigned.
- Organize tenant and property files according to company policies, processes and systems.





- Be knowledgeable about the GVRHA's available housing properties, projects, assistance programs, criteria and application process and be able to answer questions from the general public as such.
- Collaborate with other staff at GVRHA and cross-train to provide additional GVRHA administrative support,
- Take on additional duties and responsibilities as needed to support a highly effective, efficient Property Management function that provides excellent services to our partners, property owners and tenants.

Qualifications:

- Preference given to local, Bi-lingual; Spanish-speaking applicants
- Experience in Microsoft Outlook, Word and Excel required
- Excellent communication skills (verbal and written) required
- Quickbooks experience a plus
- Electronic and physical file-management experience a plus
- Knowledge of database use and manipulation preferred
- Ability to work independently required
- Organization and thorough attention to detail required
- Valid driver's license & reliable transportation to office required

Physical and Visual Activities:

Ability to interpret, evaluate and communicate detailed written or verbal instructions to/from others accurately and quickly, including answering phones, attending meetings, written correspondence or other forms of communication. Ability to lift, push, pull or carry up to 15 pounds for the dissemination of documents, supplies, materials, etc. to various locations throughout the office/facility.

Physical and visual activities that are commonly associated with the performance of the essential functions of this job. "Commonly associated" is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Salary Range: \$20-\$24 per hour DOE.

Employment Benefits: Generous vacation / sick leave, 75% employer paid medical, dental and vision insurance for individual and family, employer match in Simple IRA, generous holiday schedule, positive work environment and employer sponsored professional development.

202 E Georgia Ave
Gunnison, CO 81230



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Apply

Interested applicants should send a resume to hring@gvrha.org. Cover letter appreciated but not required.

