



Job Opening
at
Rutledge Hill Apartments in Amherst, VA

Property Manager

Progressive non-profit apartment community in Amherst, Va is seeking a motivated individual to join our staff. Duties will include:

- Marketing and leasing units in a timely manner
- Collecting, posting, and depositing income in a timely manner
- Recruiting, hiring, orienting, and supervising on site property staff
- Ensuring compliance for tax credit and rural development programs through file audits, property inspections, and timely reporting
- Preparing annual property budget

Successful candidate will:

- be skilled in the use of computers and software applications, esp. Excel
- be able to establish effective relationships with tenants and co-workers
- Possess solid knowledge of property management functions
- Previous property management, Tax credit, and RD experience a plus
- Have good leadership, organizational, and communication skills

This position is a part time position with excellent pay and some benefits. Salary is commensurate with experience. To apply, please email resume to hdavis@chpc2.org or fax to 804-343-7208

Rutledge Hill Apartments, along with Community Housing Partners are an Equal Opportunity Employer.