

Assistant Property Manager

Overview

Responsible for supporting daily property management operations, including resident account administration, rent collection, compliance reporting, vendor invoicing, and resident support. This role requires strong organizational skills, attention to detail, and the ability to effectively balance administrative duties with direct communication with residents and vendors.

Key Responsibilities

Resident Account Management

- Post monthly rent charges and record subsidy receipts in Yardi.
- Process manual rent payments, including ACH reviews and adjustments.
- Adjust resident ledgers by applying lease charges, fees, and credits.
- Run delinquency reports, issue notices, and establish payment arrangements.
- Input rent increases and maintain accurate tenant billing records.
- Prepare and make bank deposits.
- Assist residents with payments, questions, and account concerns.

Resident Support & Office Operations

- Assist with issuing and tracking work orders through Yardi.
- Draft newsletters and resident communications.
- Order and maintain office supplies through approved vendors.
- Answer incoming calls, manage resident inquiries, and route outgoing calls.

Invoice Processing & Vendor Coordination

- Download, code, and upload invoices into Yardi and Westerly Office 365 Teams channel.
- Process invoices for approval, including printing, coding, and routing for signatures.
- Prepare invoices for mailing, including returned invoices, postage, and delivery to the post office, creating electronic efficiencies when available.
- File and maintain paper and digital invoice records for auditing purposes.
- Communicate with contractors and vendors regarding invoice discrepancies, approvals, and follow-up.



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Skills & Competencies

- Strong proficiency in Yardi property management system software
- Accounts receivable and payable processing
- Effective communication with residents, vendors, and internal staff
- Ability to manage multiple sites, tasks, and deadlines
- Problem-solving and discrepancy resolution skills
- High attention to detail and organizational ability

**Other duties as assigned

Barton Communities

Premier affordable housing communities where older adults thrive.

www.bartoncommunities.org