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## PROPERTY MANAGER JOB POSTING

The Mission of **Prism Real Estate Services, LLC™** is to improve the lives of people in our communities, one property at a time. We are a Kansas City based property management company seeking a motivated team player to assist in the day to day operations and be responsible for the overall management of site of the physical property, including supervision of onsite personnel.

### Duties and Responsibilities

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#### *General Administration:*

- Show vacant apartments utilizing professional marketing procedures, and maintain a high level of continued occupancy by leasing property in a timely manner.
- Complete Rental Agreements.
- Complete market surveys monthly.
- Prepare and monitor site budget.
- Monitor expenses to ensure spending is within guidelines.
- Process invoices for correctness, accuracy, and proper coding.
- Collect rents and maintain computer records according to the company's policies and procedures.
- Follow-up delinquent accounts and pursue collections in accordance with established procedures.
- Prepare reports in accordance with established procedures.
- Complete move-in and move-out inspections and send move-out Final Account Statement to Property Accountant for permanent filing and disbursement of security deposits.
- Complete WOSR and Variance reports weekly.
- Process requests for rent adjustments in accordance with established procedures, including obtaining verifications, entering information into computer, etc.
- Maintain tenant files and related documentation regarding continuing eligibility and adjustments.
- Address resident concerns in a professional manner.
- Hire, train, supervise, provide disciplinary action and (sometimes) terminate site staff.
- Maintain the property business office in a neat, orderly and business-like manner at all times with regularly scheduled office hours per established procedures.

#### *General Repair and Maintenance Including Grounds Maintenance:*

- Oversee maintenance of the grounds, trash container areas, and common areas not allowing any trash or debris to accumulate.
- Oversee all work associated with the upkeep and maintenance of the grounds.
- Log all resident complaints and dispatch maintenance personnel promptly.
- Generate work orders in response to requests for repairs from residents, coordinate completion of repairs, and close out work orders in accordance with established procedures.

#### *Tenant Relations:*

- Counsel residents who are not complying with the terms of the lease, and concerning delinquent payments.
- Resolve conflict and complaints among residents, if possible, in order to avoid grievances.
- Schedule and complete customer surveys in order to identify resident needs, assess quality of services, etc.
- Participate in hearings and appeals as needed.

#### *Supervising Personnel:*

- Participate in pre-employment interviews and make hiring recommendations as needed.
- Interpret and apply personnel policies, departmental policies, and other relevant policies and procedures.
- Train or assist in training other site personnel.
- Prepare and review performance appraisals and discuss with subordinates as appropriate.

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Member of



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[www.prismres.com](http://www.prismres.com)

## Skill Requirements

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- Knowledge of Department of Housing and Urban Development ("HUD") rules and regulations that apply to property 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 agencies that provide assistance and services to residents, including some knowledge of eligibility requirements.
- 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 use basic office equipment such as telephone, fax, copier and computer.
- Ability to communicate verbally and in writing.
- 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.

## Qualifications for this Position

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- Bachelor's degree in management, business administration, social science area or closely related fields.
- Minimum of five-year's experience in property management and experience involving public contact.
- RealPage, Yardi, or other Property Management software experience is required.
- Valid driver's license and up to date vehicle insurance.
- Use of personal automobile for local job-related travel and pick-up.
- Neat, clean and appropriate appearance, according to the Prism Employee Handbook guidelines.
- Meet Criminal Background & Credit Check, prior to employment

**We offer competitive salary, excellent benefits, fun work environment, responsive management and an opportunity to grow.**

**EEO Employer; it is our company policy to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, citizenship status, sexual orientation, gender identity or any other legally protected category.**

**NOTE:** This job posting should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.

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