

Do you have a sharp eye for detail and have experience in managing apartment communities operated under LIHTC, RD or HUD? If you do, Infinity is looking for YOU! We are seeking a Property Manager for scattered Apartment Communities, (105 units total) in Portland, Oregon. The sites are operated under HUD 202 (2 sites) and Tax Credit (2 sites). Proven competence in completing income certifications and previous management of affordable housing apartment communities is a must. Due to the complexity of the required HUD & LIHTC paperwork, applicants without HUD, RD or Tax Credit experience will not be considered.

Duties include typical property management duties plus timely and accurate processing of all Move-In, Annual and Interim certifications. Knowledge of LIHTC and/or HUD certifications is required, knowledge of Fair Housing laws and practices, basic knowledge of Oregon Tenant Landlord law, monitoring preventative maintenance of safety features and regular upkeep etc.

Prospective candidates must be able to live on-site, pass a pre-employment drug screen and criminal background check.

Compensation DOE: \$17 to \$18/Hr. plus a one bedroom apartment.

Apartment community is located at 100 NE 120<sup>th</sup> Avenue in Portland, OR.

Please email your resume to [smarten@infinityregi.com](mailto:smarten@infinityregi.com) and include HUD/Tax Credit Property Manager in the subject line.