



Company:

JSFG Investments, LLC is a family owned and operated commercial real estate investment company that focuses on multi-family properties in the northeast of the United States. The firm focuses on distressed and value-added B and C class properties. Since its inception, the firm has evolved into a vertically integrated multifamily business, with in-house acquisition, management and contracting teams. The firm currently manages over \$10 million in assets and is growing through acquisitions, joint ventures and other partnership structures.

Industry:

Real Estate

Job Position:

Property Management Associate, Full Time Remote.

Job Description:

The property management arm of JSFG Investments, LLC is recruiting a junior level associate to handle leasing, accounting, rental collections, maintenance coordination and other functions to support business growth. The associate will work with the team for direct management oversight of assigned commercial and residential properties. The new hire will be a key contributor to maximizing asset value by providing exceptional customer satisfaction, revenue generation and expense management.

Work Schedule:

Sunday to Thursday | 9:00 AM - 6:00 PM

Time zone: Eastern Standard Time

Tasks:

- Real Estate Tasks
 - Leasing, rental collections, onboarding and KPI reporting.
 - Monitor leases that are about to expire and support the renewal process.
 - Monitor Open Tasks (pending or follow-up tasks in Buildium).
 - Coordinate with residents and vendors for maintenance requests.



- Onboard new properties onto Buildium.
- Onboard new residents including background checks (Move-in Process).
- Manage Move Ins, Move Outs, including Evictions (Move-out Process).

- Accounting and Bookkeeping.
 - Reconcile Bank & Credit Card Statements.
 - Create Bills related to repairs for units.
 - Monitor accounts payable and receivables (rent collection and utility expenses).
 - Generate monthly Income Statement and Balance Sheet Statements.
 - Check quotes for a yearly insurance policy (Insurance Tracking).

- Regulation & Ad hoc Projects
 - Communicate with local authorities on lease renewals, notices, violations and other topics.
 - Monitor changes in local regulation quarterly.
 - Track changes in Section 8 subsidies and other Housing Authority programs.

Requirement

- Fluent in English.
- 0-3 years of professional work experience, ideally in the property management space.
- Tech-savvy with strong practical experience in MS Word and MS Excel.
- Impeccable attention to details related to but not limited to Accounting & Bookkeeping Tasks.
- Honest, open-minded, respectful, independent and team focused.
- Multitasker with excellent communication skills.
- Work well under pressure and independently to complete ad hoc requests.
- Basic knowledge of Zillow.com, Apartments.com and real estate websites for leads.

Preference

- Fluent in Spanish or Mandarin.
- Knowledge of MS Excel Visual Basic for Applications.
- Experienced and trained in web development (specific to layout and web tool usage).
- Knowledge and experience of Buildium and Quickbooks.
- Proficiency in MS PowerPoint and MS Access.
- Work experience with a Property Management company.
- At least 1 years work with the same employer in the past.



JSFG INVESTMENTS
A BETTER FUTURE

Tools:

- Buildium, Quickbooks, MS Office Suite, Multiple Listing Service, RingCentral, Gmail, Google Workspace, and other applications as required.