



**5757 Flewellen Oaks Suite 404**

**Fulshear, TX 77441**

**Tracy Henry - 281-685-3090**

**[Tracy@KPMmanagement.com](mailto:Tracy@KPMmanagement.com)**

**Job Opportunity**

**Assistant Property & Accounting Manager**

**Schedule**

Business hours are Monday – Friday / 8 am- 5 pm

**About our company**

KPM Management is one of the fastest growing HOA Management and Property Management Services Company located in the Katy and Fulshear area. We provide professional management for commercial and residential property associations for 16 years and enjoy long-term relationships with our clients. KPM Management has polished our ability to effectively enforce deed restrictions, work with and advise Board of Directors, create and manage reserves to insure adequate funds are available, design budgets utilizing effective management tools, work with contractors and maintain an attractive property without the burden of increasing association assessments.

**Job Description**

Duties included as a team member of KPM Management will include (but are not limited to) management support of existing and new clients, account management of service, phone coverage, support as a member of the KPM team, other project based duties as required by the company.

- ✓ Assist with the day to day business for residential and commercial properties
- ✓ Respond to homeowners' phone calls and emails
- ✓ Assist Accounting Manager in preparing monthly financials including Accounts Payable and Accounts Receivable
- ✓ Assist Accounting Manager in billing and collections
- ✓ Assist Property Manager in preparing for monthly Board Meetings
- ✓ Assist Property Manager maintaining task lists following Board Meetings
- ✓ Attend Board Meetings as necessary
- ✓ Assist in performing **routine inspections** of communities and enforcing deed restrictions

**Benefits**

KPM Management offers competitive pay and excellent benefits to include a desirable and organized work environment, comprehensive health, dental and vision coverage, vacation/personal time. Only serious, ambitious applicants need apply. Please send resume, salary range and cover letter to [Tracy@kpmmanagement.com](mailto:Tracy@kpmmanagement.com). Please explain why you are interested in exploring a career with a highly competent property management company such as KPM Management and why you should be considered to help move KPM to the next level of success. **Please put "Office Administrator Job Opportunity" in subject line, phone calls and faxes will not be accepted.**