

Assistant Business Manager

Ardence & Bloom, Los Angeles, CA
ardencebloom.com    

Highlights

Starting Date: ASAP

Hours/Week: Full-time: Tuesday - Saturday

Compensation: Starts at \$28-30/hr based on experience

Benefits

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount
- Monthly and annual bonuses

Qualifications and Skills

- High school diploma or equivalent required; Associate's degree preferred
- 2+ years of experience in property management, leasing, accounting, customer service, or administrative support
- Experience with property management software (Yardi, RealPage, Snappt, Meet Elise, or similar)
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Strong organizational skills; able to prioritize and meet deadlines
- Excellent verbal and written communication
- Strong customer service and conflict-resolution skills

Responsibilities

- Assist the Business Manager with daily administrative and financial operations
- Process rent payments; monitor delinquent accounts and support collections
- Maintain accurate resident ledgers (charges, credits, adjustments)
- Prepare, review, and submit financial reports, invoices, and budget documentation

- Assist with month-end closing and account reconciliations
- Support leasing and resident retention (applications, lease administration, communication)
- Coordinate with maintenance/operations teams for service delivery
- Maintain resident files and property records per compliance requirements
- Assist with vendor management, invoice processing, and procurement
- Respond to and resolve resident inquiries professionally
- Help train and mentor leasing/administrative team members
- Ensure adherence to Fair Housing laws and applicable regulations
- Skills and Competencies
- Strong organizational, financial, and customer service skills
- Attention to detail (accounts, reports, compliance documentation)
- Effective communication with residents, vendors, and team members
- Problem-solving for operational challenges
- Proficiency with property management/financial software
- Ability to collaborate, adapt, and stay professional in a fast-paced environment

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