



POSITION: Community Association Manager

ROLE

The primary responsibility of the Community Association Manager is to advise, educate and assist the Board of Directors in the daily management and operations of each of their assigned community associations.

RESPONSIBILITIES

- Manage the day-to-day operations of community association to which the manager is assigned, according to all applicable laws and governing documents.
- Thorough knowledge of the Associations governing documents and NRS 116 and provide guidance to Board of Directors.
- Schedule and attend Board of Director meetings which may occur after hours.
- Financial management including budget preparation, and reviewing and discussing financial reports with the Board of Directors.
- Perform routine property inspections and ensures standards set forth in the governing documents are being observed. Report any discrepancies to the Board of Directors.
- Prepare RFP's and obtain bids for the Board of Directors to review.
- Respond timely to inquiries from the Board members and residents and follow through for client satisfaction.

REQUIREMENTS/QUALIFICATIONS

- State of Nevada Certified Community Mangers License or Provisional Community Management License
- Computer proficiency in Word, Excel and Outlook
- Must have knowledge of the principles and practices of a community association. NRS 116
- Valid Driver's License & Insurance
- Prefer 2 years Community Management experience
- Have the ability to prioritize and multi-task
- VMS skills a plus