



Incline Property Management is a regional Community Association Management Company celebrating its 41st year managing common-interest communities in Northern Nevada and California Lake Tahoe communities.

We are a company of 65 employees with offices in Incline Village and Carson City and a portfolio of Nevada and California homeowner associations. We are recruiting for a certified community association manager to join our staff in the Carson City office. This position is a full-time position as a portfolio manager. Our Carson City community managers are supported by an assistant, a regional manager in the Carson City office as well as an accounting staff located at the Incline Village office. We are also a licensed general contractor with building repair and maintenance and grounds maintenance crews that provide services to many of the communities we serve. We pride ourselves in providing all our services through employees who live in Northern Nevada.

Job Title: Community Association Manager

Job Description:

- Manage a portfolio of associations in accordance with company policies and procedures, the Nevada Revised Statutes and Administrative Codes, association governing documents and the management agreement.
- Acts as liaison between the board of directors and association homeowners as required.
- Schedules and attends board and annual members meetings.
- Prepares and distributes board packages in accordance with timelines established by the board.
- Reviews monthly financial statements and distributes them to the board and posts a homeowner version on the associations' website portal.
- Performs property inspections for violations of the associations' governing documents and Nevada statutes.
- Prepares courtesy notices and violations notices and schedule executive board meetings when required.
- In concert with the accounting department, prepares the annual budget first draft and incorporates board changes into a final budget for adoption by the board and ratification by the homeowners.
- Meets with vendors as required.
- Obtain vendor/contractor bids as required.
- Coordinates annual board elections.
- Prepares and submits annual Secretary of State and Department of Department of Real Estate filings.
- Maintains electronic unit files.
- Maintains and updates association management software.
- Monitor delinquent accounts and apprises board of status of delinquent accounts.

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office with proficiency and the ability to learn other associated software applications.
- Proficiency in preparing business correspondence.
- Excellent communications skills.
- Ability to manage time effectively across a number of clients.
- Experience in conflict resolution.
- Knowledge of and practical experience in customer relations.
- Keen appreciation for details.
- Nevada Community Management Certificate or equivalent out-of-state certification.
- Associate Degree or Bachelor's Degree preferred.

Compensation: Commensurate with qualifications and experience.

Email resume to: Ashley Suzuki, CFO
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