



375 N. Stephanie Street, Suite 911 • Henderson, NV 89014 • Phone: (702) 851-7660 • Fax: (702) 851-7997

Job description

Essential Duties and Responsibilities

- 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 Homeowners Associations business.
- 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 Association's governing documents (CC&Rs, Bylaws, Articles of Incorporation, Rules and Regulations) and advises the Board on applicable policies and guidelines on matters that are being considered or discussed.
- Ensures that the Association is compliant with all Federal, State and Local rules and regulations and their governing documents.
- Schedule Board of Directors meetings; prepare and distribute meeting notices to homeowners.
- Attend regularly scheduled Board meetings, including preparation and distribution of Board meeting materials and minutes.
- Financial management, including fiscal budget preparation and oversight, invoice approval, and financial reports as requested by the Board.
- Performs routine property inspections to ensure standards set forth in the governing documents are being observed and report any discrepancies to the Board of Directors.
- Ability to meet and negotiate with outside contractors and vendors for the needs of the community. At the direction of the Board of Directors, obtain bids, evaluate proposals and make recommendations to the Board for work being contracted to an outside source.
- Respond timely to inquiries from Board members and residents and follow-through for client satisfaction.
- Position will be dedicated on-call in the event of an emergency or provide staff to perform on call duties in their absence.



NICKLIN COMMUNITY MANAGEMENT SERVICES, LLC

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Core Competencies

- Detail oriented.
- Excellent verbal and written communication skills.
- Ability to handle many tasks simultaneously with the ability to work effectively under time constraints and deadlines.
- Must be professional in both appearance and character.
- Good decision-making abilities.
- Excellent time management and follow-through
- Commitment to the highest level of customer service.

Qualifications

- Certified Community Managers License or Provisional Community Management License
- Computer proficiency in Word, Excel and Outlook - typing speed 60 wpm
- Must have knowledge of the principles and practices of a community association.
- Valid Driver's License & Insurance

Job Type: Full-time

Salary range starting at: \$50,000.00 annually- depending on experience

Position is for our Henderson location

Qualified candidates please send your resume to amiles@nicklincm.com