

COMMUNITY ASSOCIATION MANAGER - JOB DUTIES AND RESPONSIBILITIES:

- Manage day-to-day operations of Associations, and will be responsible for all aspects of management.
- Responsible for management of Front Gate staff, including but not limited to annual performance evaluations, and report disciplinary actions to client manager.
- Budgeting, fiscal management, vendor bidding, and insurance administration.
- Code and approve invoices and present to Board for approval
- Pay invoices after approved
- Prepare monthly financials
- Manage Association Banking relationships
- Assist homeowners and associations with problem resolution.
- Physical inspections and management of the maintenance of all common areas.
- Management of compliance issues in community.
- Work closely with vendors to coordinate maintenance services.
- Provide exceptional customer service to owners and tenants.
- Attend community association Board meetings.
- Prepare quarterly board meeting packets and meeting minutes.
- Execute duties as stipulated in client contract and/or agreement.
- Manage the operations of Association Limo service including monthly maintenance and repairs.
- Review and periodically renew all individual, management, property, and Association licenses, permits and certificates.
- Represent our company with the highest of integrity and standards.
- The ability to work independently, with little oversight, but with accountability to the Board of Directors for the end result achieved.
- In all activities comply with NAC 116A.630 "Standards of Practice for Community Managers" advising the Board of the need to "consult with independent experts relating to matters that are beyond the expertise of the Community Manager". Manager must at all times adhere to the Association's conflict of interest policy.
- Regularly monitor and appraise all activities for contractors performing work on the premises.
- The Manager is subject to the ethics & fiduciary agreement adopted by the Board and the standards of practice outlined by Nevada Revised Statute.
- Perform other tasks and projects as directed by the Board of Directors.
- Manager must maintain a 24 hour emergency call system.

QUALIFICATIONS:

- Working knowledge of Microsoft Word, Excel and Outlook.
- Strong leadership abilities and be comfortable with public speaking in small and large groups.
- Conflict resolution skills.
- Ability to meet deadlines and address time sensitive issues.
- Superior multi-tasking skills.
- Excellent written and verbal communication skills.
- Ability to provide high-level customer service with astute attention to detail and organization.
- Must have reliable transportation to conduct site visits and be available for evening meetings and occasional weekends.
- Must be Nevada State licensed for Provisional Community Manager or Community Manager

Salary based on experience, with full benefit package.

Please email your resume to tbpcommunitymgr@gmail.com

Turnberry Place Community Association