

March 25, 2022

Seeking HOA/community manager:

Local Reno area HOA management company seeking a community association manager to join our team.

Work involves all aspects of community management, including attending Board of Directors meetings, taking minutes, managing projects and contractors, assisting homeowners with account/other issues, creating annual budgets, compliance enforcement, meeting statutory notice & mailing requirements, and more. We have an on-staff CPA, so responsibilities do not include preparing monthly financial statements.

Our company is a small family company (<10 employees) with a flexible and friendly work environment. We are a small team and work closely together to meet the needs of our clients.

Ideal candidate will have/be:

- Current NV CAM license or provisional CAM, or otherwise on the track/in training to become a licensed CAM.
- If no HOA management experience or CAM training, relevant property management background and willingness to take the training and pass the state exam to become licensed.
- Familiarity with the essentials of Robert's Rules of Order
- Excellent customer service skills; telephone & in-person
- Ability to write clearly and concisely: newsletters, letters, and email communication
- Proficient in Microsoft Office (Word, Outlook, Excel)
- Comfortable learning new software programs
- Ability to understand and explain basic financial reports and account statements
- RELIABLE schedule and transportation
- Able to attend meetings in the evenings/outside work hours a few times per month (planned well in advance – no surprises!)
- Organized and able to independently manage workload and tasks

To apply, please send resume and brief cover letter/statement explaining your interest and goals to tom@crmgregno.com or call Tom at 775-848-2086.