ASSOCIATION MANAGER

JOB DESCRIPTION

I. Property Management

A. Day to day operations of the Association

B. Project Management

1. On-going-mowing, parks, trails

2. Special projects -as need arises- tree trimming, pool repairs, drainage, etc.

C. Board Meeting preparation, organization and attendance, record and transcribe minutes

1. Monthly Board meetings

2. Annual Owner’s Meeting

D. Deed Restriction Enforcement - including legal and court activity if necessary

E. Interface with City officials, contractors, attorneys, vendors, etc.

F. Prepare monthly newsletter and forward to website and/or printer for publication

II. Accounting Functions

A. Input, Generate and mail annual assessment statements

1. Insure accuracy of account balances and statements - research problem accounts

2. Answer resident inquiries

3. Issue past due notice and conduct initial collection activity

4. Monitor collection agency activity

B. Maintain and update Association master databases-quarterly

C. Work with Board for initial and final annual budgets

D. Create quarterly year to date budget reports for website portal posting

E. Financial transactions

1. Collect, process and post all payments to CBS accounting system

2. Prepare and make bank deposits

3. Generate payments for vendors, contractors, and Association employees

4. Forward bank statements and reports to accountant

5. Make electronic payroll and tax deposits online

6. Additional processes may be added as required

F. Real Estate Transactions

1. Verify dues status to tax services and title companies

2. Create and issue Resale Certificate package to title company upon request

3. Prepare pay offs, Lien, and Lien Releases as required

III. Sports Center and Pool Operations

A. Insure pool is in required operational condition for the beginning of summer

1. Safety and compliance issues, water quality, mechanicals, signage, pool furniture, picnic tables and benches, restrooms, etc.

2. Lifeguard, first aid and pool supplies are replenished

3. Any required repairs and maintenance for opening are finalized

B. Lifeguards

1. Recruit applicants, distribute applications and job descriptions, schedule interviews and insure all applicant credentials are current

2. Conduct training sessions for guards for selling memberships, collecting fees, forms and documents and sports center processes and policies.

3. Insure the presence of a qualified instructor for:

a. lifeguard certification and re-certification classes

b. interviews swim testing and hiring recommendations

c. required guard in-service training during summer

4. Schedule training sessions for maintenance, chemicals, etc.

5. Prepare lifeguard schedules on a weekly basis

6. Update Policy and Procedures guide

7. Address guard concerns as they occur during the summer

C. Update sports center forms register new members and issue keys and liability forms - collect appropriate membership dues

D. Schedule parties and maintain calendar of bookings-schedule adequate guard coverage and collect fees

E. Plan and co-ordinate any special events, e.g., Splash Day, Kid Swim, etc.

F. Handle any members concerns during the course of the summer

IV. Miscellaneous

A. Other responsibilities may be added as needed.

REQUIREMENTS

A. Approximate 20 hours weekly

B. Additional ability to attend monthly and annual board meetings - evening hours

C. Additional ability to work extended hours during sports center start up and operations - mid to late April until mid-July-may include evening and weekend hours

D. Ability to drive to post office, bank, and other local companies

E. Basic accounting knowledge

F. Knowledge of CBS accounting system or ability to learn system

G. Knowledge of Microsoft Word, Excel and Publisher

H. Familiarity with Covenants and Restrictions and By-Laws of the Association or ability to research and interpret documents

I. Ability to research and work with vendors, contractors, etc.

J. Able to communicate with attorneys, City officials, etc. as needed

K. Must be able to work with all residents -good communication and customer service skills required

L. Knowledge of Wood River subdivision

M. If resident, must be in good standing with the Association (dues current & not deed restriction violations on property

Association Manager-job description.docx

11/27/2023