

Indian Mountain Lake Civic Association is seeking a highly organized professional HOA Community Association Manager.

- Responsibilities include (but not limited to) assisting Board of Directors with day-to-day operations, negotiating and overseeing contracts, assisting with budget preparation, amenity & site inspections, and attending Board and Annual meetings.
- Develop strategies to optimize community projects.
- Maintain knowledge of community documents, policies and procedures.
- Assure that the policies, resolutions and goals of all Boards are carried out.
- Be knowledgeable of all Association Governing Documents, Rules and Regulations and general legal requirements of a community association
- Be available to be on-call to handle after-hours emergencies.
- Provide input and assist the Board with the preparation of the Association's annual budget.
- Be responsible for the daily implementation of the annual budget, perform general financial management and record keeping.
- Prepare specifications needed for all services received by the Association (e.g., landscaping, snow, trash, insurance, pool, etc.).
- Manage bid process, review bid spec proposals and comparison spreadsheets and make board recommendations as appropriate.
- Manage vendor relations.
- Must have strong customer service and communication skills, work well under pressure, and be able to multi-task with exceptional time management techniques.
- Must have interpersonal skills, and the ability to manage conflict.
- Ensure timely resolution of resident concerns.
- Build strong positive working relationships with Boards, Committees, residents and vendors.
- Oversee vendor maintenance, repairs and onsite capital improvements.
- Implement new and uphold current preventive maintenance programs.
- Create, analyze and manage monthly management and financial reports with supporting detail.

- Assist in development, oversee, and manage the HOA's financial operation including forecasting, budgeting, billing, payables and receivables, etc...Total P&L responsibility.

Core Values:

In order to achieve success the Association Manager must embrace certain core principles and values:

- Honesty
- Integrity
- Competence
- Tenacity & Enthusiasm
- Creativity
- Professionalism
- Drive

Safety:

- Ensures that unsafe conditions are corrected in a timely manner.
- Learns and ensures compliance with all company, local, state and federal safety rules.
- Immediately report all unsafe conditions.

Competencies and Qualifications:

- Strong analytical, organizational, and time management skills required.
- Strong communication skills (oral and written) required.
- Demonstrates consistency in values, principles and work ethic.
- Dedicated to customer service meeting the expectations and requirements of the association members, establishes and maintains effective relationships with Homeowners, and gains their trust and respect.

Computer Literacy:

- Proficient working knowledge of Microsoft Office applications
- Previously used accounting software such as TOPPS or similar accounting software. (preferred)

Experience:

- HOA Community Management: 3 years (Preferred)

Education:

- Bachelor's degree (B.A. /B.S.) in Business or related field from a 4-year college or university, or equivalent combination of education and experience required

Location:

- Northeast PA

License:

- CAI Designations (Preferred)

Compensation:

- Salary - TBD
- Excellent benefit package including medical, dental, vision, life insurance, paid holidays, vacation and sick time