

Come join the unstoppable team!! CAMCO is hiring for a Community Association Manager

The **Community Association Manager** is responsible for the administration, operation, and maintenance of all community associations which are assigned to his/her portfolio and supervises appropriate support staff assigned to those associations.

**Required Licensing Certificates:**

State of Nevada Community Association Manager License.

Community Association Manager's Company Operation Duties:

1. Complies with and enforces the governing documents and all local, state and federal laws and counsels the Board of Directors to ensure compliance.
2. Conducts and assists the Board with all meetings of the Association in accordance with Nevada Revised Statutes (NRS 116), the association governing documents and other applicable statutes.
3. Develops and submits preliminary annual budgets to the association Board of Directors.
4. Make recommendations on the annual assessments and capital improvement assessments, as applicable, in conjunction with the preparation of annual budgets.
5. Inspect all associations to ensure compliance with the governing documents and issue all appropriate letters concerning violations.
6. Create and issue monthly status reports to the Boards regarding homeowner violations.
7. Works with the membership to resolve problems and conflicts to reach mutually agreeable solutions.
8. Inspects and reports to the Board of Directors on the condition of all Association facilities, Assets and Common Elements on an ongoing basis. Recommend a course of action to remediate any problems or potential problems to the common areas of Association responsibility.

High School Graduate or equivalent. Bachelor Degree desirable.

**Required Licensing Certificates: State of Nevada Community Association Manager License .**

Background experience:

Two to five years of Community Management experience.

The ability to develop line item budgets and knowledge of Roberts Rules of Order.

Ability to analyze, interpret and disseminate Association governing documents.

Must be proficient in Microsoft Excel and Word.

Experience in business accounting software preferred.

Will work in an office environment at the main office or satellite office.

Job Type: Full-time

**Only successful candidates who fully match the criteria will be contacted for interviews .**

CAMCO is an equal opportunity employer, drug free workplace and complies with ADA regulations as applicable.

Please email resumes to HR at [Janice.Pritz@camconeveda.com](mailto:Janice.Pritz@camconeveda.com)