

General Manager – Las Vegas

The General Manager acting under the direction of the Board of Directors manages the homeowner association utilizing analytical ability, judgment, and decision making. The General Manager must have a comprehensive knowledge of management practices, accounting procedures, personnel practices, Association CC&Rs and Bylaws, inventory and procurement, contract relations, association maintenance, and safety practices.

Essential Duties and Responsibilities:

Administration:

- Direct personnel to attain the goals of the Association as established by the Board of Directors.
- Draft correspondence in response to policies of the Board of Directors and other correspondence as it pertains to the Homeowner Association.
- Direct and organize all office operations.
- Direct the work efforts and schedules for all office personnel.
- Ensure that insurance coverage for the Association is adequate, as stated in their governing documents and review insurance coverage as necessary.
- Establish relationship and maintain contact with the Association's general counsel, under the direction and guidelines established by the Board of Directors.
- Review and approve employee payroll twice monthly. Ensure personnel files are maintained for all employees, including but not limited to vacation and sick leave records

Budgeting:

- In conjunction with the Board of Directors, Finance Committee and Management Company, assist with the creation of the Association's annual operating and reserve budgets.
- Analyze and research probable operating and reserve increase or decreases in the Association's annual budget in specific expense and income items.
- Provide the Board of Directors with written justifications of budgetary increases or decreases to the Association's annual operating and reserve budgets.
- Provide the Board of Directors with data on budgetary trends and compare the same with standard budget trends observed historically in the Association's annual budget.
- Review and monitor all Association budget accounts throughout the year, to identify and adjust for variances and seasonal changes.

Procurement:

- Ensure proper accounting and reconciliation for work and change orders.
- Prepare and maintain a vendor list for the Association, ensuring that there are three vetted and qualified vendors for each of the following areas: architectural, carpentry, concrete, electrical, structural and geotechnical engineering, project management, landscaping (annual maintenance contracts), tree maintenance and plumbing.

Contract Relations:

- Under the direction of the Board of Directors and assistance of the Maintenance Supervisor and/or Project Manager, draft specifications for Requests for Proposal.
- Review and monitor Request for Proposal requirements, as prepared by the Maintenance Supervisor or Project Manager for review and approval by the Board of Directors.
- As directed by the Board of Directors, provide the Association's general counsel with draft bid proposals for review and approval before presentation to the Board of Directors.

- Accept contracts per specifications upon approval from the Board of Directors.

Accounting:

- Review and verify journal entries via the Association's monthly unaudited financial statements.
- Review and approve Association checks for payment of Association invoices and ensure that the appropriate budget line item is utilized when the invoice is processed for payment.
- Provide recommendations to the Association's Board of Directors regarding effective use of financial resources and prioritizing expenditures on a monthly, quarterly and annual basis.
- Monitor delinquent Association Member accounts and ensure that the assessment collection process as indicated in the Association's governing documents is adhered to.
- Monitor the receipt of all monetary payments made to the Association for use and purchase of amenity and access items, i.e., key fobs.
- Ensure that monthly unaudited financial statements are received from the Association's financial manager in a timely manner, for review by the Association's Treasurer and Finance Committee.

Maintenance:

- Review, plan and schedule monthly, bi-monthly, quarterly and annual maintenance for the Association common areas and amenities
- In conjunction with the Association's Maintenance Supervisor, assess the overall condition of Association property and amenities, gather observations and data in written form and provide recommendations to the Board of Directors on a course of action to address the issue.
- In conjunction with the Association's Maintenance Supervisor, confer with vendors and contractors to address and resolve issues related to the completion of contracted projects. Advise the Board of Directors of vendor/contractor issues, provide recommendations and follow the Board's guidelines for resolution.
- In conjunction with the Association's Maintenance Supervisor, inspect and investigate possible unsafe vendor/contractor practices and conditions and resolve as needed, or recommend appropriate course of action to the Board of Directors.

Personnel – Association Office:

- Pre-screen and interview prospective employment candidates for Association office.
- Train and supervise new and existing Association office employees.
- Terminate Association employees when needed, in accordance with Management Company policies and procedures.
- Conduct position and wage research for office positions, in order to ensure wages, hours and working conditions are comparable with the current employment market and Management Company competitors.
- Provide guidance and job development to Association employees on work practices, performance and policies/procedures.
- Conduct annual performance appraisals for Association employees and recommendations on salary actions.

Knowledge, Skills and Experience:

- Minimum of 5-10 years in the industry, managing homeowners associations, city government, or related experience; mid- or high-rise experience required.
- Mid or High Rise Experience: 2 years
- Effectively coordinate multiple projects, use time management skills and exercise independent judgment.
- Intermediate mathematics, and written and oral communication skills.

- Strong internal/external customer relation skills required to communicate effectively with all levels of management, employees, homeowners, and other stakeholders.
- Work with confidential/sensitive information and use diplomacy in communicating such information.
- 5 – 10 years supervisory experience; effective in motivating and building strong teams
- Effective project management and follow up skills.
- Professional image or business image per policy, and personal etiquette.
- Organizational, planning, project management, time management, and problem solving skills
- Effectively and efficiently handle shifting priorities and deadlines.
- Meet scheduling and attendance requirements per policy and the position.

Minimum Education:

- High School Diploma or equivalent required. Bachelor's degree preferred.
- CMCA® and AMS® designations desired.
- CAM certification for the State of Nevada required.

If you are interested, please submit your resume to resumes@seabreezemgmt.com