

Taconic Shores Property Owners Association (TSPOA), a nonprofit homeowners association which oversees a private lake community comprised of 400 member-owned houses, including both second home and full time residents, and several association-owned common areas is seeking a full time onsite Community Association Manager. This person will manage the day to day administrative operations of the TSPOA including financial, record keeping, office management, member communications and enforcement of rules and regulations.

Location: Copake, NY (Columbia County)

Full Time Exempt: Annual Salary Commensurate with Experience (\$35,000 to \$52,000)

Benefits: Medical, Pension, Vacation and Holidays

Must work Saturdays and some evenings.

18+ AA or BA in Business or Accounting a plus but not required

Responsibilities

Financial: Collect assessments and other fees; deposit all income in association accounts; maintain separate bank accounts in association name; provide invoices to members for payment of assessments; provide follow-up contact to delinquent payees; assist legal counsel with delinquent collections; provide necessary documentation; pay authorized association bills; assist Treasurer in preparation of monthly and annual reports and assist association's accounting firm as required.

Record Keeping: Maintain member files including payment records, correspondence and building permits; maintain association files including governing documents, insurance, permits and special projects.

Administrative: Will provide administrative support for board members including tracking of assignments and task, preparation of the board agenda and may be requested to attend board meetings and committee meetings; handle member written, telephone and in-office correspondence and requests; investigate and resolve member complaints or refer to the board for further action, and enforce the association rules and regulations making recommendations to the board for further action as required; and coordinate with the Director of Maintenance and the association's maintenance employees with regards to property maintenance issues and priorities.

Other tasks as determined by the association board of directors.

The successful candidate will demonstrate computer literacy including knowledge of Microsoft Office: Excel, Word and QuickBooks (basic web site management a plus but not required); effective written and verbal communication skills; strong customer service, communication and interpersonal skills and be action and results-oriented, enthusiastic; resourceful, creative, decisive and possess excellent organizational skills.

PLEASE REPLY WITH RESUME AND SALARY REQUIREMENTS TO:

Shawn McClain, President, TSPOA, 53 Lake Shore Drive, Copake, NY 12516,
TSPOAJobs@Taconicshores.org 518-329-2881