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## **Community Association Manager**

**Job Summary:** Preparation of budgets, coding and approval of invoices, facilitate contract solicitation, negotiate contracts; assist Village Boards in the maintenance, repair, and replacement of village common area facilities and operation functions per Florida Statutes. Assist with the preparation of Year End Financials, and attendance at Annual Meetings, including taking minutes. Assist Village Boards with all requests for service. Inspect villages and issue violation letters. Understanding of Declarations and Bylaws for the Villages, POA, and Club.

### **Desired Skills & Experience**

A minimum of 3 years' experience

Current community association manager license

Must have FL Condominium law experience / Prior experience in Club environment is helpful

In depth knowledge of motivating, supervising and training staff.

Possess effective oral and written communication skills

Accounting knowledge and experience required (tax returns, financial statements)

Excellent computer skills (Excel, Word, Power point, Outlook required, Jonas knowledge helpful)

Possess an ability to multi-task, and to manage daily activities, while always exceeding member expectations

Must be flexible with schedule demands

Notary

### **Additional Information**

Type: Full-Time, Year Round, 401 (k) and Health Benefits

Compensation: Commensurate with experience

Submit your Resume to [n.plaitis@hrycc.org](mailto:n.plaitis@hrycc.org) or [c.chiarello@hrycc.org](mailto:c.chiarello@hrycc.org)