

Send Resumes to: carraclampitt@ebmc.com

Eugene Burger Management Corporation (EBMC), a premier management company, has an opportunity for a full time Community Manager with experience in managing common interest developments. We are seeking an individual to have direct responsibility for a portfolio of clients in Sonoma and Marin County. The position is located in our Corporate Headquarters in Rohnert Park, CA. Please respond to carraclampitt@ebmc.com.

As an industry leader in property management, Eugene Burger Management has been recognized for our customer service, professionalism, ethics and innovation since 1984! We provide our single family and condominium community residents with an exclusive living experience that is second to none!

Summary:

- Each Community Manager has complete responsibility for managing the assigned portfolio of associations.
- Display integrity, loyalty, confidentiality, and professionalism at all times with co-workers and clients.
- Spend approximately 40 hours per week performing assigned duties.
- Be a team player and contribute overall to the company in promoting an enjoyable, productive, and safe work environment.
- Maintain the highest degree of professionalism in all aspects when interfacing with board members and homeowners and through materials created for each community.
- Bill for any additional services provided to our clients which are not included in the standard contract.
- Treat all co-workers in a professional courteous manner at all times.
- Adhere to the company's highest standard of dress code and personal grooming at all times.
- Maintain a valid CCAM or other industry designation at all times.
- Attend staff meetings

Essential Duties and Responsibilities:

- Manage a portfolio of associations as assigned by management
 - Interface and resolve issues as reported by board members and homeowners
 - Develop written communications to homeowners on non-compliance issues, meetings, and annual calendar events
 - Meet contractual obligations for each community
 - Financial and budget responsibility
 - Review work orders as assigned or created by Yardi to assure that the work orders are correctly routed
 - Track and report on key action items and deliverables
 - Diligently process invoices for each association
 - Conduct regular property reviews, generate reports, and carry out all appropriate actions
 - Attend up to five (5) monthly board meetings – via in person, teleconference, Zoom or other means
 - Guide, mentor, and assist the respective Board of Directors to make sound, prudent, and lawful business decisions
 - Complete all daily, monthly, and annual deliverables as scheduled
 - Attend and facilitate board and annual meetings
 - Possibly take notes and generate minutes for all regular, special, and annual meetings
 - Create or update all action items
- Review all Association financial statements on a monthly basis
- Prepare a Management and Directors' Report for each Board meeting
- Interact with all Associations' contractors and colleagues on behalf of the Board
- Track and follow through on all issues of non-compliance
- Interact with Board/Committee members through verbal and written communication
- Ensure the continuation of all contracted services, insurance, etc.
- Verify all contractor information (e.g., license, insurance, etc.) through Yardi or other compliance processes
- Assist with compliance with all applicable Civil Codes and Corporation Codes
- Prepare Annual Budgets for Board approval, Annual Policy Statement for distribution and Annual Calendar
- Participate in the escalation process for after-hours emergency needs

Qualifications and Reasonable Accommodations: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skills, and abilities required for successful job performance. Reasonable accommodations will be discussed and considered to enable individuals with disabilities to perform the essential functions of this job.

Qualifications, Education and/ or Experience:

- Minimum of two (2) years community association management experience
- Proven ability to manage associations to the satisfaction of the Board of Directors
- Possess a CMCA or CCAM designation
- College degree preferred but not required
- Good verbal and written communication skills
- Good grammar, spelling and letter composition skills
- Professional manner and appearance
- Dependable, punctual and reliable
- Self-starter with good organizational skills and the ability to prioritize
- Ability to multi-task
- Strong customer service mentality
- Excellent time management skills
- Ability to maintain an organized work environment
- Ability to work with a variety of personalities and to deal with irate or upset homeowners, Board members, vendors, etc.
- Ability to tactfully communicate questions, ideas, and concerns to others
- Proficient in using Word and Excel
- Possess common sense
- Ability to be assertive
- Skilled at note-taking and composing meeting minutes
- Ability to deal with clients and contractors/colleagues in a professional and courteous manner
- Ability to understand financial statements, audits, reserve studies, and Association governing documents
- Knowledge of budgets and the budgeting process

Benefits:

Salary based on percentage of portfolio, opportunity for sharing additional billings

Medical, Vision, Dental and Life Insurance – Primarily Employer funded

Flexible work schedule, ability to work remotely

Holiday, Sick and Vacation Pay

Membership and Continuing Education to achieve maintain professional designation (CCAM/CMCA)

Eugene Burger Management is an Equal Opportunity Employer