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Holiday Beech Villas Condominium Homeowner's Association Part Time Office Manager

I. Job Type

Flexible hours depending on need and work load. Paid on an hourly wage without benefits.
Supervised by Board of Directors.

II. Job Requirements

1. Proficient in Quickbooks, Excel, Word, a web design software, Adobe Acrobat, Scanning and Faxing and Outlook e-mail.
2. Proficient to be able to maintain legible, legal and audit ready records in good order for the association in electronic format with backups.
3. Good customer service/phone skills.
4. Travel to bank and post office for Association business

III. Job Responsibilities

1. Presents a positive image for the Association.
2. Collect mail and deposit fees collected and other funds in association's accounts twice a month.
3. Keep records up-to-date, and will ensure that correspondence regarding late payments is done in a timely manner.
4. Communications, office management, billing, filing and record keeping.
5. Process incoming mail.
6. Remit payment for payroll, association's utilities, cable, insurance and other contractual or financial obligations.
7. Coordinate Annual Meeting and bi-monthly board meetings.
8. Provide information/records for outside audit.
9. Screen telephone calls and refer them to appropriate individuals, such as Maintenance Contractor or member of the board.
10. Mediate and resolve association insurance concerns.
11. Develop and maintain Association website.
12. Format and provide a Welcome Package for each new homeowner.
13. Prepare quarterly employment taxes and yearly Corporation taxes.
14. Collaborate with Maintenance Contractor regarding maintenance requests and billing.
15. Execute specific job assignments from Board of Directors.
16. Manage homeowner concerns and grievances (see Grievance Policy)
17. Maintain appearance and neatness of office space.
18. Collect, count and deposit laundry money.
19. Inventory and order office supplies, as needed.
20. Assist homeowner with Maintenance Request Form.
21. Develop and edit quarterly Newsletter.
22. Maintain Policy and Procedures Manual.
23. Acquire and maintain emergency information on HBV contractors/employees.
24. Obtain and update annual contracts.