



Community Manager Aldasoro Ranch Homeowners Company

The Community Manager serves as the primary point of contact for all community homeowners and works in conjunction with the Director of Operations to manage the day-to-day office administration, architectural review process, accounting support, and long-term growth and development of the community.

Duties and Responsibilities

- Co-manages operating budget and ensures assignments and maintenance projects are completed within budget and on time
- Coordinates with the Field Manager to maintain all facilities, inspections and needed repairs
- Manage property owner inquiries, complaints and follow-up actions
- Supervises monthly account reconciliation, accounts payables/receivables, and payroll
- Conducts water account billing and payment processing
- Manages Covenant policy & procedures including violation notifications & enforcement
- Oversees the company files, electronic records, inventory, asset management plans, and back-ups
- Creates new opportunity for community events & service benefits
- Manage special projects as needed

Qualifications

- High level of administrative experience
- Proficiency with software applications such as Microsoft Xcel, Word, Google Suite, Adobe, Zoom, & Dropbox
- Familiarity with Board of Directors governance, agendas & meeting minutes
- Knowledge of accounting program QuickBooks, math skills, as well as budgetary analysis capabilities
- Adept at managing schedules, facilitating meetings or conference calls, and be competent in handling and negotiating business agreements
- Excellent written and verbal communication skills
- Familiarity with architectural review processes, property management, real estate transactions, architectural building plans & specifications
- Experience working with community association rules, regulations and governance documents
- Valid driver's license with reliable transportation
- College Degree preferred

Salary & Benefits

\$70,000+ annually based on experience. Our benefit package includes health reimbursement arrangement (HRA), retirement with company match, tuition reimbursement, paid time off, and a great working environment located in the beautiful mountains of Telluride, CO. This is a full-time, salaried, exempt position.

Apply

Email cover letter, resume and three references to:

Shellie Duplan

Director of Operations

director@aldasororanch.com