

General Manager, Atchison Village Mutual Homes Corporation (2/13/19)

Fulltime, on-site, FLSA classification: Exempt

Built in 1941 by the U.S. government as housing for World War II shipbuilders, the 450 units of **Atchison Village** were designed with open spaces and a garden setting to foster a sense of community. In 1956 the government put the property up for sale, for \$1.5 million. The residents raised the necessary \$50,000 down payment and founded the **Atchison Village Mutual Homes Corporation** (AVMHC), a California cooperative.

The entire neighborhood is on the National Register of Historic Places and part of the Rosie the Riveter/World War II Home Front National Historical Park.

AVMHC seeks a full-time **General Manager** to work directly with the board of directors to supervise the physical property and oversee the financial assets of AVMHC.

The General Manager position requires verifiable experience in property and financial management, board relations, and conflict resolution. Must have effective communication and public speaking skills; fluency in Spanish is highly desirable.

Position Duties and Responsibilities (partial list)

- Hands-on management of AVMHC office and maintenance staff (six)
- Enforce corporation bylaws and regulations
- Advise and work with 11-member board to implement policy, plans, and association projects
- Provide fiscal management: review and approve invoices; coordinate tax preparation and reserve study updates; and verify all financial statements prior to distribution to the board.
- Prepare annual budget (\$1.5 million) for board approval
- Work with the board finance and audit committees to produce accurate monthly reports. Provide monthly report at board meetings.
- Oversee collection of dues; track delinquent accounts and receivables
- Negotiate and oversee vendor contracts and services
- Handle member requests and concerns
- Keep AV members informed of all major events, meetings, or town hall discussions.
- Attend AVMHC board and committee meetings (some at night)
- Supervise maintenance of all building systems; conduct periodic inspections of property

Qualifications

- Five+ years' property management/community association experience
- Two+ years' supervisory experience
- Strong leadership, organizational, and administrative skills
- Proficient in Microsoft Office (Word, Excel), Filemaker, and Quick Books
- Experience with and knowledge of HR

Preferred Qualifications

- College degree
- CACM certification
- Knowledge of Davis-Stirling Common Interest Development Act
- Fluency in Spanish
- CA driver's license

Send cover letter and resume to avmhcijobapps@gmail.com

No phone calls, please.