

# **Craneridge HOA**

## **Executive Secretary Job Description**

*Last updated Jan. 2, 2024*

### **Summary:**

The Executive Secretary's (ES) primary responsibility is management of administrative and bookkeeping tasks relating to the Craneridge Homeowners Association and participating in monthly and annual meetings.

### **Job Type:**

This position is a part-time, sub-contractor role. Applicants should expect to spend up to 20 hours per month in non-peak season (October/November to April) and up to 40 hours per month in peak season (May – September).

### **Responsibilities**

The ES is responsible for the following tasks:

- **Customer Service:** Answering homeowner, service provider and Board Member inquiries through the official Gmail account and phone.
- **Bookkeeping:** Manage Accounts Payable, Accounts Receivable, and Payroll through company accounting software. Payroll duties are shared with an outside firm that is responsible for issuing paychecks and paying payroll taxes.
- **Generating Invoices:** The ES is responsible for issuing invoices to homeowners for annual HOA dues and other fees as determined by the By Laws and Board of Directors.
- **Collection Activity:** The ES is responsible for following up on unpaid invoices. The ES is also responsible for depositing homeowner payments.
- **Manage incoming mail** from both the Craneridge HOA mailbox and the Executive Secretary Drop Box.
- **Coordinate Real Estate activity** by providing declaration letters for property status with HOA (outstanding fees, architectural violations) as needed and tracking real estate transaction timelines to manage new homeowner onboarding and welcome committee activity.
- **Attend monthly board meetings** and produce Executive Secretary reports.
- Responsible for **onboarding of pool lifeguards**

- Collect application and **payroll documents** and provide necessary info to the payroll company.
- **Collect time cards weekly** and report numbers to payroll company
- **Coordinate and attend annual HOA meetings.** Provide annual ES report and manage voting activity.
- Assist with special ad-hoc projects as needed.
- Coordinate with HOA Board Treasurer to ensure financial information is properly managed and reported.
- Manage homeowner information and work to ensure all contact information is up-to-date and accurate.
- Coordinate with Accounting Firm on annual tax document preparation.

**Required Skillset:**

- Customer Service experience
- Bookkeeping experience
- Property management experience is preferred but not mandatory
- Excellent writing and verbal skills
- Computer proficient

**Compensation:**

- **\$500** per month

**Supervision:**

- HOA President
- HOA Treasurer



