



Atchison Village Mutual Homes Corporation

270 Curry Street, Richmond, CA 94801

Phone: (510) 234-9054

email: info@avmhc.org

Atchison Village Mutual Homes Corporation (AVMHC) is a Richmond, California based Mutual Homes Corporation consisting of 450-member occupied units. **We are looking to fill an immediate opening for a part-time (50%) General Manager.**

Under the direction of the President of the Board, the General Manager is responsible for the overall operation of Atchison Village and the day-to-day implementation of policies and procedures and that will ensure a well-managed, well-maintained community.

Resident Management

- Maintains respectful and harmonious relations with all residents, staff and the larger community, is understanding of and sensitive to cultural background, economic status, and those with special needs. Complies with all Fair Housing, Equal Employment and Equal Housing Opportunity requirements.

Financial Reporting and Control

- Ensures the successful day-to-day financial management and maintains all financial records and in good order.
- Develops strategies to increase income, and reduce operating expenses.
- Oversees bookkeeping, payroll, accounts receivable and payables.
- Reviews all delinquent accounts and follows AVMHC's established guidelines to collect outstanding receivables.
- Reviews the monthly profit and loss statement and reports any areas of concern to the AVMHC Board.
- Operates within the parameters of the yearly budget.
- Prepares monthly financial reports for the AVMHC Board.
- Completes incident reports and submits to the Board within 24 hours, any out of the ordinary occurrences which have the potential to escalate to an insurance claim or lawsuit.

Administration

- Manages the day-to-day administration of the office, interacting with residents in a courteous and professional manner while handling inquiries and concerns. Ensures that the office is clean and well organized.
- Applies the rules and regulations in a consistent and fair manner.
- Ensures proper handling, maintenance and storage of all organizational files and records.

Personnel Management

- Hires, trains, evaluates, motivates, disciplines, and terminates all staff under the direction of the President of the Board and in accordance with AVMHC Personnel Policies and Union Contract.
- Supervises all office staff and volunteers.

Other

- Performs other activities or duties not outlined above as assigned by the Board President.

Board Relations

- Keeps the Board fully informed about all issues involving the corporation
- Recommends policy and organizational changes to the AVMHC Board as appropriate.
- Organizes and attends meetings of the AVMHC Board and its committees as needed.

Qualifications

- 3-5 years HOA, Property Management or similar experience (required)
- Demonstrated leadership ability
- Excellent communication and conflict resolution skills
- Proficient in Microsoft Office
- Bi-lingual Spanish a plus

Salary and Benefits

- \$50,000 per year starting salary (50% time)
- Competitive benefits including medical, vision, and dental coverage

How to Apply

Please submit cover letter, resume, and references to AVMHC.GM.HIRING@gmail.com. Position is open until filled.