



JOB TITLE: Executive Director

RESPONSIBLE TO: Lakewood Shores POA Board of Directors

GENERAL SUMMARY:

The Executive Director is responsible for the oversight of the day-to-day operations of Lakewood Shores POA, including all fiscal matters, administration, public relations, maintenance, and marketing. The Executive Director works closely with the Board of Directors in carrying out the administrative and fiscal operations of the POA.

SPECIFIC DUTIES:

- ◆ **Human relations-** hiring, training and supervision of administrative, maintenance, security, and Beach Club staff. Resolving employee relations issues, managing disciplinary actions and terminations in coordination with the POA Executive Board.
- ◆ **Finance-** financial management including bi-weekly payroll, maintaining general ledger, preparing monthly reports, compiling financial statements, preparing forecasts and budgets in coordination with Board Treasurer. Will manage monthly budget and keep the Board of Directors updated of any changes. Attends all Finance Committee meetings.
- ◆ **Administration-** performs administrative duties including but not limited to website maintenance, monthly newsletter, e-blasts to POA members. Attends all Board of Directors meeting.
- ◆ **Public Relations-** creates a welcoming environment for all POA members, prospective members, guests, staff and Board of Directors. Addresses member issues/complaints timely, discretely, and respectfully. When available, attends POA functions to interact with the LSPOA community.
- ◆ **Marketing-** promotes new property sales. Ensures that potential members are offered a tour of the community and facilities.
- ◆ **Maintenance-** works closely with the Maintenance Supervisor to ensure that the POA properties remain clean and safe for members.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to function effectively as part of a team
- ◆ Excellent analytical skills and the ability to communicate financial information effectively
- ◆ Ability to meet and deal effectively with members of the POA, community and other organizations

- ◆ Possess good communication skills, both orally and in writing
- ◆ Ability to work independently
- ◆ Excellent organization skills
- ◆ Demonstrate exceptional leadership skills
- ◆ Exhibit tact, integrity and common sense
- ◆ Ability to flex schedule to accommodate occasional special events

EDUCATIONAL AND EXPERIENTIAL REQUIREMENTS:

- ◆ Possession of a Bachelor's degree or combination of education and experience
- ◆ Three to five years experience in accounting, payroll and budgeting
- ◆ Proficient in the use of Microsoft Excel and Word
- ◆ Three to five years experience with accounting and payroll software

PREFERRED EXPERIENCE:

- ◆ Three to five years experience with Quickbooks accounting and payroll
- ◆ Experience working with Board of Directors
- ◆ Experience planning events
- ◆ Experience managing a business or community social media website

USE OF THIS POSITION DESCRIPTION:

This job description is not intended, nor should it be construed to be an all inclusive list of duties performed, but is to serve rather as a set of guidelines to act as a measure to assure fair and equitable pay decision regarding POA jobs. Individuals in this position are expected to perform other duties as required.