



Scott Lake Maintenance Company
2611 114th Way SW
Olympia WA 98512
360 352 4787 office@scottlake.net
www.scottlake.net

Position Title: Executive Secretary

Full Time – 40 hours per week

Salary Range - \$4,200 - \$5,000

Under the direction of the Board of Trustees, the Executive Secretary manages a Non-Profit and Homeowners Association. the day-to-day business of the Scott Lake Maintenance Company, including the Community Water System, Community Center, Parks, and other community facilities and services. Property Management skills are preferred.

Essential Job Functions:

Finance:

- Works with the Board of Trustees to develop the annual budget.
- Administers the annual budget, performs accounting functions using Quick Books online including deposits, reconciliations, processes payroll and payments, and is accountable for expenditures.
- Issues monthly financial reports to the Board of Trustees.

Operations:

- Manage vendor contracts.
- Process or release liens as directed by the Board of Trustees.
- Process and record easement agreements as directed by the Board of Trustees.
- Makes recommendations to the Board of Trustees regarding financial matters.
- Coordinates water system and maintenance projects on behalf of SLMC.
- Attends all meetings of the Board of Trustees and produces the meeting minutes.
- Receives and issues correspondence on behalf of SLMC.
- Coordinates the production of the quarterly newsletter and other communications of the Board of Trustees.
- Files required paperwork with the Secretary of State's Office.
- Maintains the records of the Scott Lake Maintenance Company.
- Files required paperwork with federal, state, and county offices on behalf of the SLMC.
- Administers the reservations of the Community Center and the Park Shelter, including deposits.
- Issues boat ramp keys and maintains key records.

Management:

- Handles the daily operations of the SLMC office.
- Supervises, directs, and evaluates the staff.
- Serves as SLMC's point of contact and coordinates water system repairs and system improvements with the contracted water system operator and their subcontractors.
- Monitors the work of contractors.
- Assists the Board of Trustees in the development of short-term and long-range goals.

Relationships:

- Builds and maintains effective working relationships with members of the Board of Trustees and members of the Scott Lake Community.
- Builds and maintains effective working relationships with employees, contractors, vendors, and banking representatives.

- Coordinates the scheduling of contacted services in the community, water system maintenance projects, and park maintenance projects.
- Builds and maintains effective working relationships with representatives of government agencies.
- Receives complaints from residents and property owners.
- Solves problems involving residents, property owners, contractors, and government representatives.

Other duties as assigned by the Board of Trustees.

Working Conditions:

The work is primarily performed in an office environment, though the Executive Secretary can accompany contractors and employees to various site locations. The Executive Secretary must have the ability to lift and carry up to 50 pounds, to bend and stretch for files and documents, and to sit for extended periods of time. Finger dexterity to operate a computer keyboard is required. In person and phone and email interaction is involved.

Qualifications:

- Ability to multi-task and simultaneously manage several projects.
- Ability to oversee the operations of a community water system.
- Ability to oversee financial records and to develop fiscal controls.
- Knowledge of Microsoft Suite programs
- Ability to utilize a personal computer and related software packages to perform word processing, accounting functions, email, information retrieval, and tracking.
- Ability to communicate effectively with members of the Board of Trustees, employees, contractors, government representatives, and members of the Scott Lake Community. Communicates at a high level both orally and in writing.
- Preferred three years of experience in operations and/or accounting, and one year of supervisory or management experience, or any combination of education and experience that equips the employee to perform the essential job functions or a Bachelor's degree with experience.

Desired Skills, Experience, and Traits:

- Experience in managing budgets and work plans.
- Experience with accounting software, such as Quick Books online.
- Experience in organizing, scheduling, and coordinating meetings and projects.
- Experienced in program and project management.
- Experience in supervising staff.
- Demonstrated management skills.
- Experience in working with volunteer boards.
- Meeting facilitation and conflict resolution skills.
- Organized, self-directed, and highly motivated.