

**Position Description**  
**Office Manager, The Springs Homeowners Association**  
**(Approved 5/12/2026)**

The Office Manager of The Springs Homeowners Association (HOA) is an independent contractor, reporting to the Personnel Committee (President and Vice-President) under the supervision of The Springs Board of Directors.

The Office Manager shall discharge her/his duties in keeping with the Mission, Vision, and Values of The Springs and shall be in charge of all general office duties for The Springs HOA which include, but are not limited to the following:

**General Office**

Monitor all postal mail, messages, and emails sent to the HOA via USPS, the HOA mailbox, phone, and email. Forward and facilitate communications among the Board, Committees, and homeowners. Prepare, schedule, and send community emails.

Maintain the organization of the office, including files, storage, and necessary office supplies.

In consultation with the Board Treasurer, create a budget for the office and report as requested to the Treasurer. Undertake bookkeeping and tax functions assigned by the Treasurer.

**Database Maintenance**

Maintain the homeowner database, add or modify homeowner information in QuickBooks, and prepare HOA Directory for website publication.

Prepare annual HOA invoices and other invoices/statements as required.

**HOA Meetings**

Schedule monthly meeting and socials dates/times, Annual Meeting date/time, and special events with the GVR room scheduling and layout personnel.

Inform the Board of the Annual Meeting requirements and prepare all handouts. Prepare and mail yearly packets of the HOA invoice and Annual Meeting information to homeowners.

Attend monthly Board of Directors meetings and the Annual Membership Meeting.

**Resale Disclosures and Demands**

Meet the requirements of the State of Arizona for prospective buyers (disclosure) and of title companies for prospective buyers (demands). Prepare and send disclosures and demands as required.

Provide Welcome Packets to the Welcome Committee for new homeowners.