

WANTED BY IRCSD

NEW GENERAL MANAGER

NEED NEW PERSON

REQUIREMENTS

1. ABLE TO UNDERSTAND, GENERATE AND PLAN BUDGETS, ACCOUNTING FORMS AND BANK STATEMENTS
2. HAVE A WORKING, FUNCTIONAL KNOWLEDGE OF QUICKBOOKS ACCOUNTING SOFTWARE AND COMPUTER ACCESS
3. ABLE TO CONDUCT MONTHLY MEETINGS, PREPARE AGENDAS AND PREPARE MINUTES
4. ABLE TO MEET WITH RESIDENTS AND ADDRESS CONCERNS ABOUT RANCH ROADS AND DRAINAGE
5. ABLE TO MEET WITH BOARD MEMBERS AS NECESSARY
6. ABLE TO ATTEND MEETINGS WITH BOARD OF SUPERVISORS AS NEEDED
7. SUPERVISE ROAD REPAIRS AS NEEDED, COORDINATE WITH CONTRACTORS AND RESIDENTS
8. PREPARE SCOPE OF WORK FOR REPAIRS AND REHABILITATION PROJECTS
9. PROVIDE FPPC FORM 700 TO BOARD AND RESUME

PAYMENT WILL BE AS AN INDEPENDENT CONTRACTOR
PAYMENT BASED UPON ATTENDING AND CONDUCTING MEETINGS
Position open until filled

CONTACT
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