

Johnson County Association of REALTORS®

Association Executive

Job Description

Reports to Board of Directors and President. Implements the JCAR policies adopted by the Board of Directors and ensures that the Bylaws are enforced. One of the authorized signers under Johnson County Association of Realtors Fiscal Policy: Responsible for:

- Overseeing all activities, including staff and members activities
- Administering Board of Directors/ Executive Committees and following through on decisions of the Board of Directors/Executive/Committee
- Developing and managing an Annual Business Plan
- Assisting the President and other volunteer leaders with developing appropriate police and programs, writing and distributing effective communications
- Managing the Balance sheet, Income Statement, Budget Analysis and Cash reports with the Finance Committee and
- Providing superior customer service to JCAR members and members of the public
- Oversees the day to day operations of JCAR, and all that encompasses

Job Responsibilities Include:

- Providing superior customer service
- Timely and accurately bill payment
- Effectively administering Accounts Payable/Receivable, including maintaining accurate records in QuickBooks and an efficient filing system
- Preparing rosters for all events

- Attending events and assisting with on-site registration and maintain adequate records of each event
- Learning to use appropriate software and attend training as needed
- Handling inquiries and requests related to membership
- Maintain accurate records in membership files and member databases

Skills Required:

- Bachelor's Degree preferred, but not required
- Previous Real Estate experience a plus
- Proficient in Microsoft Office, Excel and QuickBooks and be knowledgeable on other various computer programs. Plus all normal office equipment
- Possess strong customer service skills
- Have the ability to multi-task
- Have strong organizational skills
- Detailed-oriented
- Team-oriented
- Must possess the ability to make independent decisions when circumstances warrant such action
- Must possess the ability to examine, oversee manage and annual budget
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., as defined by the Policy and Procedures and by-laws under the direction of the BOD and Executive Committee
- Must possess leadership and supervisory ability and the willingness to work harmoniously and tactfully with the volunteers
- Must be well groomed

Travel:

- Overnight travel is required several times annually
- Attend meeting throughout the Metroplex as the JCAR representative

Work Location:

Cleburne, TX

Job Type

- Full-time

Salary

- \$36,000 annually

Schedule:

- Monday-Friday

Benefits:

- 6 paid personal days annually, accrued monthly

Job availability:

- Immediately

Email resume to: aejobs@texasrealtors.com