



## ABDULLAHI SALAH

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### Summary

Experienced Community Association Manager with a strong foundation in effective communication and interpersonal abilities, actively pursuing dynamic opportunities that allows me to apply my skills in multitasking, leadership, and organizational management. Proficient in financial oversight, asset administration, talent identification, mentorship, and fostering a productive work atmosphere conducive to employee satisfaction and organizational excellence.

### Work Experience

July 2024 – Present

#### Senior Community Association Manager | Associa RPM | Dublin, OH

- Acting as or overseeing the primary liaison with the Association Board of Directors and homeowners as needed.
- Traveling to client associations to attend board meetings, perform inspections, conduct walk-throughs, and attend community events as needed and per the management agreement.
- Preparing annual disclosure packages, annual meeting notifications, and annual financial statement packages for all homeowners and arrange bulk mailing of same within the time frames set by state statute or governing documents.
- Reviewing monthly financial reports and ensuring management summary is submitted to the association Board of Directors.
- Providing and/or overseeing recommendations to the Association Board of Directors and committees regarding major capital expenditures as required to maintain the desired community appearance and operation.

**September 2021 – July 2024**

**1099 Contract – Property Manager | Self Employed | Columbus, OH**

- 1099 Property management contract work with various property owner.

**April 2019 – September 2021**

**Accounts Receivable Manager | Onyx Realty | Reynoldsburg, OH**

- Maintaining the billing system
- Generating account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports
- Investigating and resolving any irregularities or enquiries
- Assisting in general financial management and analysis

**Community Association Manager | Onyx Realty | Reynoldsburg, OH**

- Head HOA manager for 4 associations. 616 Units. Services include:
- Preparing and managing the Association's annual budget and delivering financial reports
- Coordinating with vendors and contractors for repairs and maintenance requests
- Communicating with residents and addressing homeowner concerns, and assisting in dispute resolution
- Enforcing the Association's rules and regulations
- Preparing and distributing agendas and minutes for board meetings
- Acting as a point of contact for the board of directors and the community
- Arranging special projects

**July 2017 – April 2019**

**Finance Director | Tarbiya Learning Center | Columbus, OH**

- Perform day to day management of all Accounts Payable and Accounts Receivable cycle activities
- Keep track, process, and reconcile payments and expenditures, including payroll, invoices, statements, checks etc.
- Review all bills and deposits for appropriate documentation before entry into Quickbooks
- Daily enter key data of financial transactions into Quickbooks such as incoming bills, daily/weekly deposits, and payroll journal entries
- Process check payments weekly after approval for expenditure
- Process payroll through Childcare System with outside vendor and make necessary

journal entries in Quickbooks

- Reconcile and process payroll tax returns on a quarterly and annual basis, including payment of taxes due
- Reconcile bank accounts in a timely manner
- Process Client Billing on Weekly / Monthly Basis in Childcare software
- Contact Client / Child Care Administrator on overdue Client payments
- Track payments from State of Delaware for Purchase of Care Clients
- Liaise with internal and external clients for ex. Child Care Personnel, Committees, and Outside Vendors
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist in month end closing
- Assist with other projects as needed
- Aid and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform owners and compile reports/summaries on activity areas
- Present Monthly and upon request Profit & Loss, Balance Sheet, and Cash flow reports to the Owners
- Function in accordance with established accounting standards, procedures, and applicable laws

**October 2014 – July 2017**

**Founder / Owner | Tarbiya Weekend School and Tutoring Center | Columbus, OH**

- Provide individualized and group tutoring sessions in science, math, reading, and writing for K-8 students.
- Develop customized lesson plans and materials based on each student's needs and learning style.
- Track and assess student progress, providing regular feedback to students, parents, and the Director of Education.
- Utilize a variety of teaching methods and resources to engage students and enhance their understanding of subject material.
- Foster a positive and supportive learning environment that encourages student participation and confidence.

## **Education**

### **Community Association Institute**

M100 The Essentials of Community Association Management  
2020 Certificate

### **Ohio Finance Agency**

Ohio 811 Property Managers Training  
2024 Completion

### **Columbus State Community College**

2013 – 2015

## **Non-Profit / Volunteer Experience**

**April 2024 – Present**

**Member | American Association of Political Consultants | Mclean, VA**

**August 2024 – Present**

**Board Member | Muslim Youth of Central Ohio | Columbus, OH**

**October 2023 – Present**

**Board Member | Somali International Community Organization | Columbus, OH**

**November 2022 – Present**

**Board Member | Al-Huda Center | Columbus, OH**

**July 2021 – Present**

**Board Member | Masjid Al-Bukhari | Blacklick, OH**

**October 2013 – September 2017**

**Volunteer | Muslim Youth of Central Ohio | Columbus, OH**

**July 2013 – September 2018**

**Sports Coordinator | Muslim American Society Columbus Chapter | Columbus, OH**