



Position Title: Asset Manager
Reports to: Director of Asset Management
FLSA: Exempt
Date Revised: February 4, 2020

Position Summary:

The Asset Manager/Analyst position will be involved in multiple aspects of the real estate practice including asset management, financial analysis, lender/investor reporting, acquisitions and portfolio management. The candidate will primarily be charged with overseeing the asset and portfolio management of the stabilized properties within the portfolio. This position requires occasional travel.

Qualifications:

- Education: Bachelor's Degree required
 - Experience: Prior experience in real estate, accounting, financial analysis or related field
 - Software Skills: Microsoft Office
 - Additional Skills: Strong written and verbal communication skills as well as a strong foundation and understanding of numbers, models and the overall financial valuation process
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Essential Duties and Responsibilities:

- Manage the quality and timeliness of information received from management companies.
- Review and analyze historical and projected operational data to ensure accuracy and completeness and update internal models precisely and accurately.
- Review and approve annual operating budgets.
- Prepare and coordinate surplus cash distributions.
- Perform detailed review of financial information for adherence to budget as well as compliance with investor/lender requirements. Work with management to correct any discrepancies on a timely basis.
- Monitor and track all aspects of projects, including covenants, escrows, maturities, prepayments, and reporting requirements to the investor/lender. Ensure compliance.
- Fully comprehend ownership documentation, including debt, subsidy and other documentation for existing and new investments
- Prepare quarterly portfolio reports to inform principals of property operations, portfolio valuation and identification of potential issues. Provide recommendations and analysis to improve performance individual properties and greater portfolio (rent increase possibilities, expense reduction opportunities, etc.).
- Understand key components of the development proforma and how they impact stabilized operations
- Work with Audit and Tax professionals to ensure that financial reporting requirements of each entity are met, including the annual audit and the tax returns for each entity in the investment structure.
- Review financial statements and footnotes for accuracy and completeness.

- Work with property managers and accounting to address audit and regulatory findings, correction plans, misstatements and adjustments to monthly and annual financial statements. Assist in acquisitions, exits/dispositions, refinancing, etc. Verify that partnership valuations and waterfall calculations are accurate.
 - Work closely with Team Leader to assist in various asset management tasks as needed for each deal
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Disclaimer:

This description is not intended to be a complete statement of job content, rather to act as a guide to the essential functions performed. Management retains the discretion to add or change the duties of the position at any time.

The Foundation is an equal opportunity employer. Applicants are considered for all positions without regard to race, religion, gender, disability, national origin, age, veteran status, sexual orientation or any other characteristic protected by law.