



Jr. Financial Analyst - Asset Management

Job Description

REPORTS TO: Director of Asset Management

PURPOSE OF POSITION: National Housing Trust has an opening for a Jr. Financial Analyst for the management of NHT/Enterprise Preservation Corporation's affordable housing portfolio. NHT/Enterprise is an award winning non-profit housing developer that proudly preserves and improves affordable housing for low and moderate income families and seniors. The organization owns and operates nearly 3,000 units of affordable housing along the East Coast.

The Jr. Financial Analyst will assist with the oversight of the portfolio to ensure long-term viability of the assets. This individual will also analyze property and partnership operations; and set-up and maintain a new database system. The Jr. Financial Analyst will report to the Director of Asset Management, and work closely with other internal teams (sustainability, development, resident services, and accounting), general partners, managing agents, investors, and third party vendors and consultants.

PROFESSIONAL RESPONSIBILITIES

The Jr. Financial Analyst will assist in the following areas, and over time, assume full responsibility for the following duties:

- Implement and maintain Starta database system for the portfolio.
- Review the monthly property financial packages and clarify any discrepancies with the property management agent. Follow-up to ensure properties are meeting budget targets and benchmarks. Monitor property performance in comparison to budget, initial underwriting, and operation of similar properties.
- Prepare quarterly Asset Management Reports for Board of Directors
- Assist with the development of internal asset management systems including policy and procedure documentation, reporting, projections, and property performance evaluation tools.
- On a property by property basis, identify areas in which management and operations can improve and establish annual performance benchmarks for managing agents which will achieve improvement in such areas
- Based upon ongoing review of management reports, audits, and third party studies, identify potential problems and develop long-term strategies and work plans to address such issues.
- Assist in the review/approval process of annual property operating budgets
- Assist with annual audit process including review of annual audited financial statements.
- Coordinate annual affiliate board (ownership entity) meetings and assist with maintaining corporate records
- Ensure compliance with local regulations to preserve real estate tax abatements. Evaluate possibilities for PILOT agreements for properties that do not have real estate tax abatement. Determine when

- appropriate to appeal real estate tax assessments.
- Perform preliminary evaluation of potential sale, refinance, and year 15 acquisitions of properties within the portfolio.
- Assist/Monitor oversight of management's coordination of large capital expenditures.
- Assist with property site visits and inspections to evaluate the condition and upkeep of the asset, gauge effectiveness of on-site staffing, and assess the local market and competition.
- Prepare and file all Personal Property returns.
- Ensure that all corporate, LLC and LP organization documents are timely filed to maintain good standing.
- Review and internally process all requests for release of funds replacement reserve accounts.
- Assist with development of fee projections to NHT-Enterprise from property operations for inclusion in NHT-Enterprise budget. Oversee asset management operations to ensure those budget projections are met.
- Assist with compliance for each property with all applicable regulatory requirements association with either the financing or the governmental jurisdiction. Monitor to ensure reports are provided as required to lenders and investors

PERSONAL
QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or related field
- Prefer 1-3 years of relevant work experience within the real estate industry
- Familiar with basic accounting concepts
- Able to understand, review and analyze property financial statements.
- Ability to understand and analyze dynamic data sets
- Proficiency in MS Office, especially Excel (including Macros and importing/exporting data). Working knowledge of database software helpful.
- Excellent problem solving and organizational skills
- Excellent oral and written communications skills
- Willingness and ability to travel
- High attention to detail; must possess the confidence that work product is accurate and complete.
- Solve problems independently, but also be comfortable working in group settings.
- Reliable, self-motivated, organized, and detail-oriented
- Meet deadlines and prioritize work requirements
- Initiate new ideas to streamline routine tasks.
- Ability to develop and maintain positive, productive relationships with lenders, investors, partners, trustees, managing agents, and local officials.
- Accept responsibility for new projects and see projects through completion.
- Ability to be part of a small office, and work well within a team setting
- Good sense of humor

COMPENSATION: Base Salary—Negotiable

HOW TO APPLY: Send resume and cover letter by email to hr@nhtinc.org. Keep cover letters short and specific to job description. Please write "Jr. Financial Analyst J401" in the subject line. No phone calls or faxes.