

Position: Asset Manager

Location(s): Oklahoma City, OK; Topeka, KS; Omaha, NE (2 of 3 locations will be filled – not all 3)

Company Name: Midwest Housing Equity Group, Inc.

Reports to: Director of Asset Management

FLSA Status: Exempt – Professional

JOB PURPOSE

The Asset Manager will oversee a portfolio of Low-Income Housing Tax Credit projects through financial review, site visits, and problem resolution/workouts as needed. This position requires a working knowledge of real estate and basic finance or accounting.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Manage and monitor real estate portfolio of approximately 35 - 45 projects from lease-up throughout the 15 year compliance period.
- Conduct annual project site visits (internal and external inspection).
- Identify and follow-up on problems with projects and work with general partners to help resolve issues.
- Provide training in accounting, as needed, to partners and managers.
- Track reserve levels and prepare and review requests for release of replacement and operating reserves.
- Assist the CFO & DOAM with annual audit of lower/upper tier investments.
- Assist with the preparation of quarterly investor reports.
- Work with Asset Stabilization Manager on problem project resolution.
- Obtain, review and input annual operating budgets of portfolio.
- Input (Excel) and analyze (i.e.; budget comparison and watch list criteria) monthly financial reports of real estate portfolio. Assist property manager in developing ways to maximize income and control expenditures.
- Assist partners/managers with rental analysis taking into account all sources of funding and their respective guidelines.
- Track compliance with insurance and real estate taxes.
- Monitor real estate taxes; direct appeals where warranted. If requested, assists with appeals process.
- Provide assistance with data input on data base regarding relevant fund and property information on quarterly basis to expedite investor reporting.
- Gather information as needed on investor requests.

QUALIFICATIONS AND SKILLS

- Bachelor's degree or equivalent is required, preferably in Accounting, Finance, or related field.
- 1-3+ years accounting, housing, real estate, finance and/or property management experience required.
- Knowledge of real estate terminology and concepts required; basic knowledge of LIHTC and strong financial analysis skill is preferred.
- Strong computer skills, thorough knowledge of MS Word, Excel, and Outlook is required.
- Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.
- Must be highly motivated, be able to work independently, solve problems and possess strong written and oral communication skills.
- Incumbent is expected to demonstrate strong ethics in interpersonal relations and work as an effective, collaborative team member.

PHYSICAL DEMANDS/WORKING CONDITIONS

- Ability to work under stress/pressure.
- Ability to travel, with overnight stays sometimes required.
- When visiting project sites, incumbent may be exposed to varying environmental conditions (e.g. outdoor weather, dirt, dust, and other construction work site hazards).
- Valid driver's license required.