

## Asset Management Analyst

---

**Department:** Operations  
**Reports to:** Asset Manager  
**FLSA Status:** Exempt or Nonexempt

**Position Summary:** This position supports SAHA's Asset Management with investor relations, provides analysis and forecasting, coordination of reporting and management of information. The Asset Management group works closely with the Property Management, Finance and Housing Development departments to ensure the long-term financial and physical sustainability of the property operating portfolio and new affordable housing developments. This position also works closely with regulatory bodies and government agencies, property investors and lenders.

**Essential Duties & Responsibilities** include but are not limited to the following:

### Investor Relations

- Represents the SAHA affiliates and properties, and works with regulatory bodies, government agencies and lenders/investors regarding property performance and compliance.
- Works with Asset Manager to ensure timely filing of financial, and other reporting requirements, to investors, regulatory agencies, grantors and other interested parties for all SAHA's properties.

### Analysis and Forecasting:

- Analyzes property financial performance on a monthly basis and identifies trends and conditions requiring action within the portfolio.
- Coordinates with SAHA's joint venture properties managed by third party management agents to maximize performance and ensure compliance with regulatory agreements.
- Monitors, managing general partner guarantees, operating covenants, and reserve requirements for each property.
- Works closely with property management staff to identify underperforming properties and collaborates on strategies with the goal of improving property performance (internal watchlist process).
- Tracks rent increases and reserve draws in order to maximize property revenue.
- Provides support to the Asset Manager with refinancing of properties and buyouts of limited partnership interests in properties.
- Manages the implementation of projects as assigned to enhance the quality and performance of the organization's portfolio.

### Budgeting and Audits:

- Reviews and recommends approval of annual property budgets, including capital needs plans and reserve utilization, and coordinates approval of budgets from lenders and investors.

### Information Management:

- Coordinates the consolidation of up-to-date legal and financial documentation for every property, including regulatory agreements, loan and limited partnership documents, cost certifications, capital needs assessments, entity and ownership structure master list and other basic documents into master document library (SAHADrive).
- Ensures that transition of documents from development projects is consistent with SAHA's Transition Guidelines and information retention policies.
- Maintains up-to-date Real Estate Owned schedule for the organization in conjunction with the Finance Department
- Performs other duties as assigned.

**Qualifications: Knowledge, Skills and Abilities:**

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience**

- Bachelor's degree or comparable experience with professional certification in finance, accounting, asset management, property management, or related field.
- Previous experience working in or with affordable housing, with a functional understanding of HUD and Tax Credit programs desired.

**Abilities and Attributes**

- Ability to handle daily responsibilities with minimal direction.
- Ability to work collaboratively with different levels of management, funders and government agencies.
- Excellent analytical and problem-solving skills.
- Excellent written and oral communication & presentation skills.
- Ability to prepare and analyze financial statements and development pro formas.
- Ability to review/interpret loan documents and regulatory agreements.
- Ability to work independently as well as in team structure.
- Must be highly skilled in MS Office, specifically Excel & Word.
- Must be accurate and highly detail-oriented with follow-through skills.
- Must be pro-active in identifying and proposing solutions with the ability to exercise sound judgment in all matters.

**Mathematical Skills**

- Strong financial skills with the ability to develop, manipulate and monitor pro formas, loan documents, budgets and other finance documents.
- Understanding of asset management systems.

**Physical Demands:**

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Intermittently twisting to reach objects near the desk, standing, walking, bending, reaching and occasionally lifting or moving objects which may weigh up to 25 pounds.

**Work Environment:**

This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Considerable stress may occur with occasional long hours.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

Satellite Affordable Housing Associates is an Equal Opportunity Employer.