



Asset Analyst, West Region

NATIONAL EQUITY FUND, INC. is a leading non-profit syndicator of Low-Income Housing Tax Credits (LIHTC) with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. We strive to be a diverse, equitable, and inclusive place to work so that our team has the experience and knowledge to effectively support our partners and communities.

OVERVIEW

The Asset Analyst, West Region will be a member of a Transaction and Asset Operations Team (“Team”) providing analytical and technical support to the Regional Managing Director and Asset Managers. This individual will collect, input, track, and review documents, establish and maintain project files and databases, complete LIHTC compliance reviews; and undertake research projects as assigned. Seeking candidates in Seattle, Washington; Portland, Oregon; Orlando, Florida; and San Antonio, Texas.

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ESSENTIAL DUTIES

- Assist the team in communicating and interpreting NEF’s requirements to sponsor’s development team regarding due diligence, underwriting and investment documentation, property management, asset management and reporting.
- Support the team in the collection, input, tracking, and analysis of required documents and reports. Duties include management of required documents for equity disbursements, the comparison of construction, leasing, and other reports/documents to closing documentation, identifying, tracking, and reporting timing delays and other investment risks, the comparison of quarterly and annual financial statements with investment *pro formas*, annual budgets, and past performance. Assisting in the review of cost certification, 8609’s and other documentation.
- Assist the team as assigned to continually assess project and partnership risk factors. Monitor for compliance with Section 42 (LIHTC) provisions partnership agreement conditions. Collect, input, and analyze compliance reports and certifications. Conduct reviews of sponsor and property managers’ organizational capabilities and management systems to adequately meet Section 42 and other regulatory obligations. Perform tenant file reviews and follow up to deficiencies or 8823 filings.
- Conduct project visits and inspections as needed.
- Continuously maintain project development files and project data in the SMT database.
- Undertake special projects as assigned.

THE IDEAL CANDIDATE

- Bachelor’s degree in real estate finance, economics, business, accounting or related field, or extensive industry
- Required knowledge of multifamily real estate including affordable housing operations, property management, and financial analyses.

- Minimum 3 years' experience in real estate; finance; rent-restricted multifamily asset or property management; or community development.
- Preferred substantive experience with and technical knowledge of Section 42 and real estate syndication.
- Keen analytical skills and attention to detail. Strong financial analysis skills and knowledge required. Proven skill in readily identifying, interpreting, and communicating risks.
- Demonstrated successful relationship building skills with colleagues and customers.
- Computer skills in word-processing, spreadsheet, database and presentation software.
- Self-starter – Someone who exhibits the drive and resourcefulness to work with minimal direction and day-to-day support from the functional area. Show confidence in functional skills and an ability to apply those skills. Must have confidence to “think and act on one’s feet.”
- Creative problem solver – Individual demonstrating an ability to quickly grasp the business issues of a situation and develop the best solution; to find creative ways to solve complex issues among demanding parties and to find “win/win” resolutions.
- An outstanding communicator, both in writing and verbally. Someone who can deliver concise, logical written documents and who also demonstrates the presence to communicate effectively.
- Ability and willingness to travel.
- Diverse and adaptable – Comfortable in working in a fast-paced, multi-task environment within a cross-functional team. Must be willing to tolerate ambiguity and risk.

ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc. (NEF) is a leading non-profit, multi-family, affordable, real estate investment manager with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its Low-Income Housing Tax Credit (LIHTC) syndication platform and its lending and investing platforms, NEF generates opportunities rooted in its vision that all individuals and families across the country have access to stable, safe, and affordable homes.

Since being founded in 1987, NEF has invested over \$24.5 billion, representing 242,500 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$240 million in grants to support its affiliate LISC's nationwide community development work. To learn more about NEF's impact, innovative financial solutions, and opportunities, visit www.nefinc.org.

We offer a competitive salary, along with a comprehensive benefits package.

NEF IS AN EQUAL-OPPORTUNITY EMPLOYER

