Asset Analyst, Structured Finance

NATIONAL EQUITY FUND, INC. is 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.

OVERVIEW

The Asset Analyst, Structured Finance will be a member of the Asset Management department and provides analytical and technical support. This individual will monitor, analyze, and report on the Structured Finance portfolio; undertake research projects and analyze portfolio data; approve models and requests, and support the Structured Finance Asset team. Seeking candidates within the Providence, RI, region.

APPLY NOW

ESSENTIAL DUTIES

- Review and analyze Asset Manager submissions of cost certification analyses, stabilized occupancy analyses, and adjuster models to ensure payment benchmarks have been met.

- Assist with reviewing or circulating monthly loan invoicing.

- Assist with the process of collecting and reviewing Asset Management portfolio data included but not limited to appraisals, brokers opinion of values.

- Assist in the collection, input and review of site visit reports, quarterly financials, rent rolls, and quarterly status reports.

- Develop customized reports and analysis of project and portfolio level data, as needed.

- Assist with the submissions and approvals of various post-closing deal modification requests, including but not limited to loan extensions, deal structure changes and workout situations.

- Manage lower tier projects as required, acting as Asset Analyst and performing all essential duties and responsibilities of that position.

- Maintain SMT database for accuracy with loans and investments.

- Review and interpret financial reporting and produce cash flow models as needed to determine the loan performance as compared to closing projections.

- Undertake special projects as assigned.

THE IDEAL CANDIDATE

- Bachelor's degree in real estate finance, economics, business, accounting, or related field (or equivalent industry related experience)

- Knowledge of multifamily real estate including affordable housing operations, property management, and financial analyses.
- Minimum 2 years responsible experience in real estate, asset management, property management, real estate finance, or related field. 1+ years of LIHTC experience preferred

- Advanced Microsoft Excel knowledge related to the tracking and analysis of large amounts of financial and project data. Ability to create comprehensive documents using Microsoft Word and PowerPoint. Knowledge of Microsoft PowerBI a plus.

- 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. Must be able to work, lead and communicate effectively within a multi-disciplinary environment, and across team lines

- 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

- Strong presentation skills – 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.

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 increased access to affordable housing empowers every individual and family to reach their full potential.

Beyond LIHTC, NEF offers additional financial solutions to help close the affordable housing gap in multiple ways that are aligned with our mission. Our expertise in pre-development, preservation, and workforce lending allows us to further assist our partners to expand their efforts to provide low-income and middle-income affordable housing.

Since being founded in 1987, NEF has invested over $27.2 billion, representing 260,000 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than $260 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