



JOB DESCRIPTION

Position

Reports To: Senior Vice President Asset Management and Loan Processing

Department: Servicing and Asset Management

Location: Clearwater FL

Status: Exempt

Schedule: Full Time

Summary: The Asset Manager position is focused on monitoring a portfolio of institutional investments in multifamily properties. You will monitor the operational performance, physical condition, and compliance to the various debt and/or equity programs of each multifamily property in your portfolio. You will report your findings to senior management, institutional investors, and/or various federal agencies such as HUD, USDA, and GMNA. This is an opportunity to join a rapidly growing investment/mortgage banking firm. You will report directly to the SVP/Director of Asset Management.

Duties and Responsibilities:

- Maintain a current working knowledge of all applicable debt and equity programs.
- Maintain a current working knowledge of all internal policies and procedures.
- Track and report on the progress of multifamily properties during their construction and lease-up phases.
- Perform quarterly and annual financial analysis of multifamily properties.
- Perform site visits to perform physical inspections evaluate management practices.
- Collect, review and approve specific documentation as part of an approval process for the release of funds to customers.
- Interact with management companies and property owners to help resolve problem issues.
- Prepare reports for both internal and external parties.
- Assist in the due diligence and underwriting of potential acquisitions.
- Maintain a cooperative and professional manner with internal and external customers.
- Must be a team player and be willing to “wear multiple hats”.
- Work must be thorough, accurate and timely.

Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Qualifications:

- Bachelor's Degree (BA) from four-year college or university in Business.
- Computer skills required: Electronic Mail Software (Outlook), and advanced Microsoft Excel abilities.
- Two or more years of experience managing a commercial loan portfolio, or working as an asset manager with a LIHTC syndicator.
- Must be able to write short reports in a clear and concise manner.
- Must be able to travel 15% of time on a national basis.