



## **JOB DESCRIPTION**

### **Production Manager**

**Reports To:** National Director of Originations and Acquisitions

**Department:** Multi-Family Debt & Equity Originations

**Location:** Clearwater FL

**Status:** Exempt - Administration

**Schedule:** Full Time

#### **Summary:**

CSG is seeking a Production Manager to assist in the analytical and administrative work of the multifamily and affordable housing production team. The position entails supporting the efforts to analyze potential real estate financing opportunities and the creation of offers that will be sent to our clients. Ideal candidate will become an integral part of an energetic, growing and highly experienced group of real estate financial services professionals. The position is based in Clearwater, Florida

#### **Duties and Responsibilities:**

- Analyze real estate equity and debt transactions
- Preparation of loan sizing and engagement letters for debt
- Preparation of letters of Intent for equity transactions
- Input data into Tax Credit equity model
- Equity Pricing analysis
- Interaction with clients, agencies and other funding participants
- Support production team

#### **Supervisory Responsibilities:**

- This job has supervisory responsibilities of at least one employee.

#### **Qualifications:**

- Bachelor's Degree (BA) from four-year college or university in Finance, Accounting or related field, or two years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Electronic Mail Software (Outlook), and advanced Microsoft Excel abilities.

- Other skills required:
  - Highest degree of integrity, professionalism and responsibility
  - Initiative and a strong sense of career motivation
  - Strong aptitude for accuracy and detail
  - Experience analyzing financial statements including balance sheet, income statement and sources and uses of cash
  - Ability to identify real estate and financial risks, to understand which issues require elevation, and how to provide mitigation for risks
  - Excellent project management skills with the ability to manage multiple simultaneous projects and function under tight time frames within a complex and shifting environment
  - Adept at communication of complex information with the ability to work in close collaboration with a team of individuals to resolve underwriting issues
  - Strong communication skills with emphasis on concise and accurate report writing skills.
  - Able to work independently as well as function in a team-oriented setting
  - Proficient with MS Office (Word, Excel, PowerPoint)
  - Occasional travel may be required