**JOB DESCRIPTION**

**Position:** Senior Asset Manager

**Reports To:** Vice President, Asset Management

**Department:** Asset Management

**Location:** Clearwater, FL

**Status:** Exempt

**Schedule**: Full Time

**Summary:**

The Senior Asset Manager position will provide risk-based monitoring for a portfolio of institutional investments in multifamily properties with a specific focus on tax credits and affordable housing. The position will monitor operational performance, physical condition, and compliance of the various debt and/or equity programs for each property in an assigned portfolio. The position will report findings to senior management, institutional investors, and/or various federal agencies such as HUD, USDA, GMNA and Warehouse Lenders.

This is an opportunity to join a rapidly growing investment / mortgage banking firm.

**Duties and Responsibilities:**

* Maintain a current working knowledge of all internal policies and procedures related to the asset management of debt and equity programs.
* Application of knowledge related to affordability and equity requirements for multifamily tax credit properties.
* Track and report on progress of multifamily properties during construction and lease-up phases.
* Process consent requests for Borrowers and General Partners including Transfers, Partial Releases, Easements and Management Changes with various agencies, lenders and investors.
* Perform quarterly and annual financial analysis of multifamily properties.
* Collect and review draw request documentation provided by customers for timely approval for release of funds.
* Plan and perform annual site visits to complete physical inspection requirements of Lender and evaluate proficiency of on-site management. Overnight travel periodically required within the United States (approximately 10-30%) for associated inspections and industry events.
* Interact with Borrowers, Management Companies and Agencies to facilitate collection of deliverables and analysis of requirements listed in loan documents and partnership agreements.
* Prepare periodic and ad-hoc reports for both internal and external parties.
* Perform in a cooperative and professional manner with internal and external parties.
* Must be able to write short reports in a clear and concise manner.
* Must be a team player and be willing to “wear multiple hats”.
* Work must be thorough, accurate and timely.

**Supervisory Responsibilities:**

* This job has some supervisory responsibilities.

**Note**

* All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State Laws). Continued employment remains on an at-will basis.

**Qualifications:**

* Bachelor's Degree (BA) from a four-year college or university in Real Estate, Finance or a business-related profession.
* Minimum of two to five years of experience working on a commercial/agency loan portfolio or similar experience with a LIHTC syndicator or developer specializing in tax credit properties.
* Computer skills required: Electronic Mail Software (Outlook), and advanced Microsoft Excel abilities.
* Completion of Mortgage Bankers Association Inspection Course a plus
* Direct agency experience a plus

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

* Occasionally required to walk
* Continually required to sit
* Frequently required to talk or hear
* While performing the duties of this job, the noise level in the work environment is usually moderate
* The employee must continually lift and/or move up to 10 pounds
* Occasional overnight travel within United States (up to 30%)