JOB TITLE: **Asset Management Analyst**
DEPARTMENT: **Asset Management**
SUPERVISOR: **Senior Asset Manager**
FLSA STATUS: **Exempt or Non Exempt**
DATE UPDATED: **January 2017**

Our Mission and Values

To provide safe, affordable housing of high quality to those in need; establish stability and opportunity in the lives of residents; and foster diverse communities that allow people from all ethnic, social and economic backgrounds to live in dignity, harmony and mutual respect.

We have established a list of core values which guide our work and culture: how we treat one another, our residents and our partners. We believe that upholding these values will help MidPen achieve operational excellence and will create an environment where employees feel valued and inspired to do their best work. Our values are Integrity, Collaboration, Accountability, Respect and Excellence (ICARE)

Summary:

The Asset Management Analyst provides support to the Asset Management Department with a specific focus on the portfolio of their Senior Asset Manager supervisor. The support provided includes administrative responsibilities, reporting analysis, and involvement in special projects as assigned. This position is critical to the department's continued effort to support other departments and provide excellent customer service to its lender, agency, and partners.

Responsibilities:

- Provides administrative support for the Asset Management team
- Participates in assigned tasks related to annual property budgeting
- Facilitates the coordination of securing approvals, obtaining reserve draws and reviewing contracts for capital/construction projects
- Timely and accurate completion of monthly, quarterly and annual investor, lender and regulatory agency reporting.
- Coordinates responses to investor/lender questions and requests.
- Performs analysis of property financials, budgets and portfolio reporting.
- Ensures the timely delivering of annual audited financial statements and tax returns, annual property budgets and other required reporting to external parties.

- Researches partnership agreements, financing documents, regulatory agreements, tax returns and other source documents as needed
- Coordinates investor, partner and lender visits to property sites in portfolio.
- Completes analysis and reporting upon request of supervisor and Director.
- Ensures that redemptions are complete per schedule.
- Ensures information and data is accurate in reporting and database systems.
- Performs other duties as requested

Qualifications:

- Bachelor Degree in Business, Finance or related field.
- Two (2) - Four (4) years of experience.
- Software Systems – Thorough knowledge of Microsoft Office with strong Excel skills, knowledge of MRI, Boston Post and Prophix desired.
- Understanding of the Affordable Housing Industry desired.
- Excellent reading, writing and verbal communications.
- Detail Oriented.
- Able to convey large amounts of data and associated results in meaningful and condensed way.
- Ability to work both within a team and independently.
- Ability to navigate and comprehend complex legal documents such as Partnership Agreements, Loan Documents and Regulatory Agreements.
- Must have valid California driver's license, reliable transportation and proof of current auto insurance policy.
- Commitment to the Mission and Values of MidPen Services and MidPen Housing.

My signature states that I have read and understand the requirements of this position.

Signature _____ Date _____