



JOB POSTING

Job Title:	Asset Manager
Reports To:	Director of Asset Management
FSLA Status:	Full Time, Non-Exempt
Location:	Sacramento ~ <i>Hybrid Work Schedule: Mondays & Fridays ~ Work From Home</i> Tuesday thru Thursday ~ Work in Office
Salary Range:	\$75,000 - \$90,000 (\$36.05 to \$43.25 per hour)

Generous Benefits Package includes:

- Medical, Dental, Vision, Life Insurance & Employee Assistant Program ~ fully covered for Employee
- Optional Life, Long Term Disability, Critical Illness, Identity Theft Protection and Accident Insurance
- Generous paid time off, including 16 paid holidays which includes the week between Christmas and New Years
- **Thank You Fridays:** work to 2:00pm; paid through 5:00pm each Friday.
- 401K Retirement Plan ~ Employer match up to 6% ~ after 6 months service.

SUMMARY

Mutual Housing California is a nonprofit housing development corporation committed to the development and professional management of affordable multifamily housing for low income households.

This position will assist in the long-range operational, physical and financial success of the Mutual Housing California affordable housing portfolio including benchmarking, preparing and reviewing financial reports, compliance monitoring and reporting, and capital improvements. The position will also further the organization's sustainability initiatives and support the life cycle stages of each housing community from development, lease up, transition to Asset Management and disposition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review and analyze monthly reports to monitor the operational and financial performance of the housing portfolio
- Analyze and assist with partnership buyouts
- Maintain Real Estate Owned report
- Assist Housing Development department on new construction projects, rehabs, lease-ups and permanent loan conversions



- Monitor utility usage and solar panel electricity production. Investigate utility spikes. Liaison with internal and external partners on the Portfolio's energy usage
- Maintain and update utility allowances
- Calculate and review rents for Tax Credit, HCD, HOME and other affordable programs
- Lead interdepartmental annual rent increases for the portfolio
- Research, monitor and acquire funding sources for sustainability initiatives
- Assist with small-scale portfolio or project rehabilitations
- Work cooperatively with Housing Development and Property Management to ensure successful financial performance
- Support Director of Asset Management with achieving MHC Strategic Plan goals
- Monitor compliance with regulatory, funder and statutory requirements
- Respond to requests for information from regulatory agencies, lenders and investment partners
- Identify, communicate and correct any identified instances of non-compliance
- Manage property compliance with affordable unit set-asides
- Review insurance coverage and policies
- Prepare property tax welfare exemptions and tax credit annual owner certification
- Prepare year end and quarterly reports to funders, investors and lenders
- Prepare benchmarks and reports to Board of Directors and committees
- Maintain property records, including partnership agreements, loan documents, deeds and all other necessary legal documents and prepare summaries for ease of use by internal parties
- Organize and maintain sets of project warranties, operation and maintenance manuals, and as-built plans for ease of access and use
- Conduct property and unit inspections
- Coordinate the preparation and implementation of Capital Needs Assessments and long-term capital improvement plans
- Monitor replacement and operating reserves. Prepare reserve draw requests
- Meet with resident groups to discuss issues of concerns and/or obtain resident input into property or asset management

EDUCATION/EXPERIENCE/CERTIFICATIONS

- Minimum of two years of experience working in asset management, property management, real estate, accounting or real estate development
- Bachelor's degree (B. A.) in a related field

REQUIRED QUALIFICATIONS/SKILLS

- Well-developed financial, data analysis and analytic skills



- Strong organizational skills and attention to detail
- Knowledge of real estate terminology and concepts
- Knowledge of affordable housing industry
- Well-developed verbal and written communication skill
- Proficiency in using MS Office Word, Excel and Outlook
- Commitment to green-building and sustainable policies and practices
- Commitment to providing long-term affordable housing
- Ability to work independently as well as in a team environment
- Ability to anticipate needs, risks and problems and to act proactively
- Valid California driver's license and proof of automobile insurance
- Ability to read and understand complex legal documents

PREFERRED QUALIFICATIONS/SKILLS

- Familiarity with financial statements and audits
- AMS or CHAM Certification
- Certified Green Building Professional, LEED Green Associate or LEED AP, or similar
- Yardi software

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Employee will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To Apply, please click on the following link:

<https://recruiting.paylocity.com/recruiting/jobs/Details/2400380/Mutual-Housing/Asset-Manager>