

# ASSET OPERATIONS ANALYST



**NATIONAL EQUITY FUND, INC.** is a leading non-profit syndicator of Low-Income Housing Tax Credits (LIHTC) with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. We strive to be a diverse, equitable and inclusive place to work so that our team has the experience and knowledge to effectively support our partners and communities.

## OVERVIEW

The Asset Operations Analyst will provide analytical and technical support. This individual will monitor, analyze, and report on departmental goals; undertake research projects and analyze portfolio data; approve models and requests, and support the regional asset teams.

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## ESSENTIAL DUTIES

- Work with Vice President of Asset Operations to develop and maintain systems to assist regional team asset managers and analysts in the effective performance of their responsibilities.
- Review and analyze Asset Manager submissions of cost certification analyses, stabilized occupancy analyses, and adjuster models to ensure payment benchmarks have been met.
- Assist with the process of collecting and reviewing Asset Management portfolio data required for department use. Track and maintain life-cycle project data portfolio-wide including, but not limited to place in service, qualified occupancy, stabilized occupancy, and debt service to ensure accuracy and consistency.
- Monitor the collection and input of site visit reports, quarterly financials, rent rolls, and quarterly status reports and act as asset department liaison with regional staff. Compile progress and exception reports.
- Develop customized reports and analysis of project and portfolio level data.



## THE IDEAL CANDIDATE

- Bachelor's degree in real estate finance, economics, business, accounting, or related field (or equivalent industry related experience)
- Knowledge of multifamily real estate including affordable housing operations, property management, and financial analyses.
- Minimum 2 years responsible experience in real estate, asset management, property management, real estate finance, or related field. 1+ years of LIHTC experience preferred
- Advanced Microsoft Excel knowledge related to the tracking and analysis of large amounts of financial and project data. Ability to create comprehensive documents using Microsoft Word and PowerPoint. Knowledge of Microsoft PowerBI a plus.
- Keen analytical skills and attention to detail. Strong financial analysis skills and knowledge required. Proven skill in readily identifying, interpreting, and communicating risks
- Demonstrated successful relationship building skills with colleagues and customers. Must be able to work, lead and communicate effectively within a multi-disciplinary environment, and across team lines
- Self-starter Someone who exhibits the drive and resourcefulness to work with minimal direction and day-to-day support from the functional area. Show confidence in functional skills and an ability to apply those skills. Must have confidence to think and act on one's feet
- Creative problem solver Individual demonstrating an ability to quickly grasp the business issues of a situation and develop the best solution; to find creative ways to solve complex issues among demanding parties and to find win/win resolutions
- Strong presentation skills an outstanding communicator, both in writing and verbally. Someone who can deliver concise, logical written documents and who also demonstrates the presence to communicate effectively
- Ability and willingness to travel

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## ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc., is a leading nonprofit Low-Income Housing Tax Credit (LIHTC) syndicator and pioneer in affordable housing with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its diverse multi- and single-investor funds, NEF generates opportunities rooted in its vision that all individuals and families across the country have access to stable, safe and affordable homes that provide a foundation for them to reach their full potential. Since being founded by the Local Initiatives Support Corporation (LISC) in 1987, NEF has invested more than \$18 billion, which represents 200,500 new affordable homes for individuals, families and communities in need across the country. NEF is Chicago-based and has donated more than \$200 million in grants to support LISC's nationwide community development work. To learn more about NEF's impact, innovative financial solutions and opportunities, visit [www.nefinc.org](http://www.nefinc.org).

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We offer a competitive salary, along with a comprehensive benefits package.  
NEF IS AN EQUAL OPPORTUNITY EMPLOYER

