

# Senior Asset 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 Senior Asset Analyst will be a member of the Asset Management Department providing analytical and technical support. This individual will collect, input, review and analyze marketing and leasing reports; compliance reviews; and maintain project files and databases.

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## ESSENTIAL DUTIES

- Establish and maintain relationships with General Partner and Property Management staff so that mutual expectations are established and met. Communicate and interpret the management, documentation and reporting obligations as specified in the partnership agreement.
- Input operational/financial information to asset management database. Assemble and summarize financial data.
- Collect, input, and analyze lease-up schedule and reporting, cost to assure on-time delivery of first year credits.
- Review of partnership agreements and ancillary documents to ensure that reporting, financial and benefit delivery commitments are being met.
- Assist and support asset managers by inputting data to aid with the review of project risk ratings, based on NEF's criteria.
- Provide technical assistance in the area of project performance and related managerial reports to ensure continuous receipt of reliable information, especially as it pertains to tax credit benefits and NEF's ability to deliver and report those benefits to investors.
- Monitor for compliance with Section 42 (LIHTC) provisions. Collect, input, and analyze compliance reports and certifications. Conduct reviews of sponsor and property managers' organizational capabilities and management systems to adequately meet Section 42 and other regulatory obligations. Perform tenant file reviews and follow-up to deficiencies and/or 8823 filings.
- Continually assess project and partnership risk factors. Conduct project visits and inspections as needed.
- Continuously maintain project files and project data in the SMT database.
- Undertake special projects as assigned.

## THE IDEAL CANDIDATE

- Bachelor's degree in real estate finance, economics, business, accounting, or related field.
- Experience in or knowledge of multifamily real estate operations, including property management; marketing and leasing; budgeting; financial reporting; and compliance with financing covenants or regulatory agreements. Minimum 3 years' responsible experience in asset management, property management or real estate finance
- Keen analytical skills. Proven ability to readily recognize, investigate, interpret, and communicate warning signs of potential problems. Strong financial analysis knowledge and skills required.
- Substantive experience with and technical knowledge of Section 42
- Strong computer skills in spreadsheet, word-processing and presentation software.
- Self-starter – Someone who exhibits the drive and resourcefulness to work with minimal direction and day-to-day support from the functional area.
- 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.
- Team-oriented – Collaborative individual who is motivated by working effectively with others and forging consensus. Individual can work cooperatively towards the best solution. Understands and has an ability to commit to team goals over individual goals and to accept responsibility and accountability.
- Ability and willingness to travel.

## ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc., is a leading nonprofit Low-Income Housing Tax Credit (LIHTC) syndicator, asset manager, 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 \$22.7 billion, which represents 231,500 new affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$220 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

