

JOB DESCRIPTION
BEYOND SHELTER, INC.

JOB TITLE: Asset Manager

FLSA: **Exempt**

Wage Range: \$56,000-\$96,000

REPORTS TO: Asset Management Director

STATUS: Permanent Full-Time

SUPERVISION EXERCISED: None

MISSION OF BEYOND SHELTER, INC:

Improving Lives and Creating Communities by Developing and Sustaining Housing for Those Most in Need.

JOB PURPOSE: Ensure the long-term stability and performance of BSI's affordable housing portfolio.

ESSENTIAL FUNCTIONS:

A. Portfolio Duties: Manage a portfolio of BSI's affordable housing assets. Tasks associated with this responsibility may include:

1. Work to maximize the overall performance of assigned portfolio assets
2. Develop, implement and monitor systems for analyzing key issues and asset performance
3. Work closely with Property Managers, Accounting Personnel, Vendors, and Investor Partners to identify, assess, and address both physical and financial operational issues
4. Develop and recommend strategies to address changing operational and market conditions
5. Work with Development Team regarding Project system and design elements in order to foster continual improvement and best practices
6. Assist in the continuing development of best practices related to BSI's asset management policies and procedures

B. Portfolio Compliance: Ensure program compliance and asset quality. Tasks associated with this responsibility may include:

1. Assume core responsibility for all compliance activities required through the life of each assigned portfolio asset/property as assigned
2. Perform property site visits of assets which include tenant file review, management assessment, property performance expectations, the condition of the asset, and review for compliance on various program requirements
3. Develop appropriate programmatic elements and adapt compliance programs to keep current in the market and adapt to regulatory requirements
4. Complete any necessary administrative work and generate all necessary compliance reporting information to meet investor and regulatory agency requirements

C. Project Management: Tasks associated with this responsibility may include:

1. Negotiate, execute and manage assigned commercial leases
2. Provide operational facilities expertise and act as project consultant on specific property systems to ensure operational efficiency and facilitate capital asset preservation

3. Communicate goals and objectives of the portfolio to clients, vendors, property managers, investor partners, and contractors
4. Prioritize, manage, delegate all capital projects as appropriate to ensure that financial, project scope and timeframe goals are achieved
5. Perform related administrative tasks as assigned

D. Financial Management: Tasks associated with these responsibilities may include:

1. Review and analyze all monthly and quarterly financial statements provided by the management agent for each asset in assigned portfolio
2. Review annual audits, tax returns and quarterly financial statements to assess financial performance and appropriately risk rate assets in the portfolio
3. Provide asset performance figures to the Asset Management Director on a quarterly basis
4. Provide assistance in the development of financial applications
5. Assist in the preparation of property budgets by working with the Asset Management Director, associated Property Managers and applicable BSI team members.
6. Acquire and manage insurance coverages for each assigned Property to minimize cost and maximize coverage.
7. Identify, Recognize and Initiate Risk Management reduction procedures in all operations aspects

E. BSI Team Accountabilities: Support the team and the mission of Beyond Shelter, Inc. Expectations in support of this include:

1. Taking a leadership role in the affordable housing community to identify opportunities and overcome challenges in fulfilling our mission
2. Communicating in a timely and respectful manner with all BSI team members and community partners
3. Cross train, as deemed appropriate by the Asset Management Director, in the tasks and responsibilities of various team member roles
4. Maintaining and safeguarding appropriate confidentiality and accuracy of all financial transactions among the varied community partners contracting with BSI
5. Seeking out opportunities for professional development and community networking through continuing education and attendance at professional conferences
6. Establishing and protecting the integrity and reputation of BSI in the affordable housing community
7. Follow all BSI procedures and policies as outlined in the BSI Handbook and related documents

MINIMUM REQUIREMENTS:

Education: Bachelor's degree, in business, accounting, finance, construction management, project management, or a related field

Experience: Three years of progressively responsible administrative experience in construction or project management, property management, finance and budgeting, accounting, urban planning or a related field

Strong Accounting Background and/or Certified Public Account designation preferred
Valid driving license and proof of automobile insurance coverage
Must pass criminal background investigation, credit check, and driving record review

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of construction finance, legal documentation and requirements, real estate property management, and accounting best practices
- Well-developed analytical and problem-solving skills
- Highly motivated and possesses acute attention to detail
- Ability to perform a variety of work requiring independent judgment
- Ability to multi-task, work under pressure and meet deadlines
- Ability to develop, understand and analyze complex financial records and reports
- Ability to communicate clearly to team, development partners, other agencies, and the Board of Directors
- Ability to work in a team-based working environment with co-workers, development partners, other agencies and the public
- Working knowledge of current office methods and procedures including appropriate computer hardware and software
- Some knowledge of Low-Income Housing Tax Credit (LIHTC) preferred

Equipment operated: Laptop/Tablet and personal computer, calculator, cell phone, copier, scanner

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

Communicating clearly, seeing/observing, hearing/listening, thinking, concentrating, reading, fingering, handling, feeling. Typically, sedentary work exerting up to 10 pounds of force occasionally. Work is primarily in climate-controlled area with office equipment level of noise. Position requires occasional visits to construction sites or community gatherings. Position requires up to 25% travel.

Date Accepted: August 22, 2018

Approved by: Board of Directors

Revised by: Jane L. Pettinger, *Improving Human Resources*