



## ASSET MANAGEMENT ANALYST

**Reports to:** Director of Asset Management

**Status:** Full-time, Exempt

### **About APAH**

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by six core values: compassion, integrity, collaboration, innovation, excellence, and impact. APAH owns 18 communities and has developed over 2000 apartments, with an additional 1000+ apartments under construction or in development throughout the DC metro area.

We have an exciting opportunity for a mission minded Asset Management Analyst (AMA) to join our Team. The AMA is tasked with supporting the department's work to ensure the financial and physical well-being of APAH's portfolio. Your primary responsibilities will include assisting with all aspects of asset management. Assist with conducting initial review of monthly income statements, completing the financial dashboard report for internal and external review, supporting the annual property budgeting process, supporting the department on LIHTC program compliance, and supporting various special projects such as rent relief initiatives, property insurance bids, and other reasonable asset management tasks as assigned.

In addition to the regular responsibilities this role is also tasked with:

- Collaborate with Asset Manager(s) to review monthly financial statements and variance reports of 21-25 multi-family properties to ensure adherence to budgets and to monitor cash flow
- Assist with researching cost-effective means to optimize revenues and reduce operating costs, maintenance, and real estate taxes without compromising on quality
- Completing projects that relate to the oversight of the third-party property management firm(s) to ensure consistent, efficient, and quality management at all properties
- Compiling and analyzing resident survey results and incorporating resident feedback into operational oversight and decisions.
- Maintaining APAH's asset management database

If you love the challenge of integrating sound financial management with asset oversight AND have interest in the affordable housing industry we would love to talk to you.

The ideal candidate has:

- A Bachelor's degree in finance, economics, or related field plus 1-3 years of experience in asset management, real estate development, or property management.

- Strong financial and analytical skills
- Proficient with MS Excel, Word, and Outlook
- Ability to read and comprehend legal documents, including loan documents, contracts and tax credit partnership agreements.
- Strong working knowledge of construction, capital planning and systems management a plus.
- Extremely well-organized, with strong skills in time management. Self-starter, able to work independently and create own deadlines.

### **Salary and Benefits**

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. This position has flexibility to work remotely 2-3 days per week. Our corporate office in Ballston has free parking.

**All candidates, including internal candidates, can apply by submitting their resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org). Resumes will be accepted until the position is filled.**

### **Equal Opportunity Employment**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

*Full COVID-19 vaccination required. All new employees must receive two shots of the Moderna or Pfizer vaccines or one shot of the Jansen vaccine prior to the first day of work.*

For more information about APAH, please visit us at [www.apah.org](http://www.apah.org).