Asset Management Associate
Position Description

The Asset Management Associate is responsible for a number of key asset management activities related to Victory Housing's (VHI) independent living affordable housing portfolio to ensure that each property maintains a high-quality living environment, are well-managed and maintained economically and fiscally, and in compliance with all federal, state and local requirements. The Asset Management Associate works closely with the Senior Vice President and Director of Asset Management on all asset management functions. Specific duties and responsibilities include the following:

- Helps analyze and manage the financial and physical performance of a portfolio of almost 2,300 units of multi-family housing.
- Assists with oversight of third-party property management firms and compliance with lender, syndicator and government policies and procedures
- Works with the Director of Asset Management to coordinate, conduct and report on periodic site inspections.
- Reviews monthly operating statements, yearly operating budgets, and property improvement expenditures for effective property operations.
- Helps manage property and liability insurance for the portfolio.
- Creates internal and external reports as directed and as needed.
- Creates and/or maintain systems to track Asset Management deadlines, property information and statistics, including but not limited to, the following:
  - Property real estate tax assessments/appeals
  - Corporate organizations periodic filings to maintain good standing.
  - Licensure for communities, elevators, storm water management, etc.
  - Lender and Regulatory inspections and required follow up
  - Annual Owner's Certifications
  - Physical inspection reporting and follow up
  - Utility usage tracking
- Prepares quarterly reports for VHI Board of Directors meetings, internal reports of portfolio status and other reports as required.
- Serves as intermediary between VHI accounting staff and management companies to obtain information for audit packages and performs follow up until all required information is submitted.
- Scans, files, and distributes audits, tax and personal property returns, licenses, inspection reports and other property information as needed.
- Performs other duties as assigned.

The Asset Management Associate reports directly to the Director of Asset Management. Regular assignments, advice and guidance are also provided by the Senior Vice President.

Qualifications:

- Bachelor's degree in a related field with a minimum of 2 - 3 years' experience in multi-family property management.
- Working knowledge of Federal housing programs.
- Full knowledge of Microsoft Excel, Word, Outlook and PowerPoint
- Strong math and analytical skills.
- Strong writing and presentation skills, with the ability to analyze and present data
- Strong communication skills to liaison with residents and property management personnel.
- Ability to work independently, multi-task and meet deadlines.
- Knowledge of general accounting principles.

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