

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Asset Manager
Supervisor: Chief Financial Officer
Effective Date: February 17, 2016

Position Summary

The primary function of the Asset Manager is to assist in all aspects of the administrative, financial, capital requirements, compliance and operations of the assigned portfolios.

Major Duties and Responsibilities

1. Assist in managing Investor and Borrower relationships post-closing.
2. Assist in interactions with investors and borrowers, which may require knowledge and understanding of matters handled by the senior staff members.
3. Assist and monitor the communities in compiling monthly, quarterly and annual reports for each applicable monitoring agency.
4. Assist the communities in compiling audit responses and responding to audit report findings for each applicable monitoring agency.
5. Approve incoming pre-lease and re-certifications files daily & monthly.
6. Conduct internal audits for resident certifications completed each month.
7. Provide guidance to Community Management staff on compliance related issues as needed.
8. Ensure ongoing compliance with all affordable housing regulations and guidelines.
9. Assist in the development and facilitation of internal compliance training programs as needed.
10. Assist with coordination, track and review annual property inspections with third party inspection vendors, including follow up with borrowers and investors concerning deferred maintenance.
11. Ensure performance of site inspections as needed.
12. Ensure collection, review and analyze quarterly and annual property financial statements in accordance with investor guidelines. Ensure the regulatory and operating agreements are followed appropriately.

13. Assist with monitoring loans that meet investor watch list criteria and monitor loans to ensure compliance with loan servicing agreements and borrower compliance with loan documents.
14. Assist with monitoring completion and other special escrows and prepare recommendations for disbursements.
15. Review and analyze the performance of the portfolio and of individual communities. Performs operational and financial analyses to identify and improve portfolio's operating performance. Makes recommendations to maximize cash flow, earnings and asset values.
16. Assist in developing operating budgets and capital budgets including the development of replacement schedules for equipment, extraordinary maintenance items and vehicles.
17. Researches, prepares and distributes monthly and quarterly analysis of rental trends, competitive community's data, demographic information and relevant market data.
18. Develop property pro-formas as needed.
19. Assist in the formulation of strategic plans and initiatives for the portfolio. Also, help implement strategies and track the effectiveness of the initiatives.
20. Assist the CFO in securing financing for HACG properties recommending appropriate debt structuring and performing basic property valuation analysis.
21. Completes special projects under the direction of the CFO

Required Knowledge and Abilities

1. Strong leadership skills, including accountability, decision-making, delegation, diplomacy, integrity, cooperation, interpersonal relations, tact and a helpful, positive, professional presentation and attitude are required.
2. Established analytical thinker, troubleshooter and creative solution provider with intellectual curiosity.
3. Solid financial analysis background, necessary to interpret operating statements and monitor property performance.
4. Sound familiarity with industry standards for tax credit properties including, inspections and insurance requirements.
5. Highly organized, detail-oriented and able to work under deadlines with limited supervision.
6. Proactive team player able to work efficiently under sometimes stressful conditions.
7. Knowledge of basic property valuation techniques.
8. Ability to develop property pro-formas for both existing, modernized and properties planned or under development.

Physical Requirements

1. Able to travel a minimum of 10-20%

Minimum Education, Training, and/or Experience

1. Bachelor's Degree in Business Administration, Accounting, Finance, Real Estate or other related area
2. 5+ years of experience in commercial/multi-family loan Asset Management required
3. Industry certifications and accreditations preferred (CCIM, CPM, etc.)
4. Excellent verbal and written communications skills
5. Experience in lease documentation and negotiation
6. Excellent customer service skills
7. Effective time Management

Special Requirements

1. Possession of valid State or Georgia Class 1 Motor Vehicle Operators License.
2. Must be insurable under the agency's fleet insurance carrier.
3. Must successfully pass a drug and alcohol test.
4. Must be bondable.