



## **Asset Management Analyst**

Boston Financial Investment Management, LP, formerly MMA Financial, is one of the largest multi-family investment managers of low-income housing in the U.S. The firm specializes in low-income housing tax credit investment syndication and asset management.

### **Position Overview:**

The Asset Management Analyst will be part of a team that supports the Asset Management functions of a large and diverse multi-family apartment portfolio. The Analyst will be exposed to all aspects of a property's life cycle, from its initial operations to loan conversion and stabilized operations, to disposition. The Asset Management Analyst's duties are varied. They include, but are not limited to:

- Analyses to support the release of capital installments to the developer through stabilization;
- Asset management for a portfolio of Tax Credit properties, including review of financial statements and partnership tax returns, quarterly reporting to investors, and conducting site visits;
- Establishing and maintaining relationships with General Partners and management agents;
- Researching rental market trends and operational or other property issues and preparing analytical materials for management plans;
- Processing replacement reserve draws for tax exempt bond loans; and
- Analyzing performance deficiencies and developing projections and workout scenarios for troubled properties.

The Asset Management Analyst will participate in Boston Financial's Asset Management training program.

### **Mandatory Requirements:**

- Bachelor's Degree in Finance or a related field
- 3+ years of real estate or related financial experience
- Strong analytical skills
- MS Excel proficient
- Ability to work in a fast-paced work environment while managing conflicting priorities.

### **Desired Requirements:**

- Real estate asset management or underwriting experience
- Market analysis skills
- Understanding of partnership agreements
- Section 42 tax credit experience

For consideration, please forward your resume and a cover memo to: [bostonresumes@bfim.com](mailto:bostonresumes@bfim.com)

or

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Attn: Human Resources