



Asset Management Analyst

Boston Financial Investment Management, LP (BFIM) 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. The company recently ranked #3 in the NMHC 50, the National Multi Housing Council's annual authoritative ranking of the nation's top apartment owners.

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 the 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.

Minimum Requirements:

- Bachelor's Degree in Finance or Business
- 4+ 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 Skills:

- Real estate underwriting experience
- Market analysis skills
- Understanding of partnership agreements
- LIHTC experience

We are always interested in speaking with qualified candidates. Please apply directly at

<http://www.bfim.com/careers.aspx>

Local candidates will be prioritized. Please no agency calls.