

WinnCompanies

Location of Position:

Boston Corporate

Title of Position:

Regional Asset Manager, Asset Management

Job Details/Description:

The Regional Asset Manager (RAM) will be responsible for the asset management function related to a portfolio of approximately 25-35 assets. The asset management function includes, but is not limited to, preparing an initial asset management business plan, providing the client with weekly updates / monthly management reports, review and approval of annual operating budgets, oversight of real estate tax abatements, ensuring capital budgets are prepared in accordance with the approved asset management business plan, maintaining an asset management database, ensuring the timely filing of the quarterly and annual tax filings as required by a public reporting entity, and coordination of the need and approvals for physical improvements to the properties.

The RAM is a Finance Department team member and will report to the Vice President, Asset Management (VPAM).

Responsibilities:

- Participate in quarterly Asset Management meetings to review the results of operations.
- Understand the debt, equity and ownership structure of each asset.
- Understand the operating and capital transaction cash flow waterfalls of each asset.
- Understand the physical condition of each asset.
- Understand local, state and Federal regulatory requirements applicable to each asset.
- Participate in creating an asset management plan for each asset.
- Maintain professional correspondence with property management and other parties when required.
- Have market knowledge for assigned assets (understand competition).
- Ensure the timely filing of monthly "Management Reports" on the Yardi accounting platform.
- Ensure the timely preparation and approval of annual Operating and Capital Budgets.
- Ensure accuracy of property operating statements. Confirm variances.
- Monitor daily / weekly leasing status (occupancy). Understand the details behind occupancy and provide feedback / strategies for improved leasing.
- Ensure the timely maintenance and update of records, weekly and/or monthly as required, in the Asset Management database.
- Ensure timely payment for capital expenditures consistent with approved budgets.
- Ensure the timely approval of expenditures that were either unbudgeted or will result in the annual budget being exceeded.



- Ensure the timely filing of the quarterly and annual GAAP financial statements and tax returns as required by a public reporting entity.
- Review all property tax assessments and develop a strategy and coordinate any appeals.
- Ensure the completion of the monthly assessment and annual testing of the Asset Value Impairment under FASB 144 (if required by client).
- Ensure the timely distribution to owners/request for funding from owners.
- Review all draft financial statements prepared by the company's auditors.
- Participate in the creation of internal procedures to ensure effective management of assets.
- Demonstrate the ability to manage time effectively between all tasks and prioritizing these tasks.
- Performs special projects as needed or as requested by the VPAM.
- Executes such other responsibilities as determined by the VPAM.

Qualifications and/or Experience:

- College Degree required, Masters Degree preferred but not required.
- 5+ years of Residential Asset Management required, low income housing experience preferred.
- Proficient in the Microsoft Outlook and Excel.
- Proven attention to detail and strong organizational skills.
- Proven ability to manage multiple projects and meet deadlines.
- Proven ability to work in a team environment.
- Strong work ethic.
- Travel required.

Email address for résumé's to be forwarded to: financehr@wincco.com