



### **Asset Management Analyst**

Boston Financial Investment Management (Boston Financial) is a national leader in the low-income housing tax credit industry with a proven track record in syndication services as well as asset and portfolio management. Since 1969 Boston Financial has raised over \$10 billion of low-income housing and historic tax credit equity investments in over 2,200 properties. Boston Financial is a wholly-owned subsidiary of ORIX USA Corporation.

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;
- 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;
- Analyzing performance deficiencies and developing projections and workout scenarios for troubled properties. Performing comparable analysis for properties targeted as high value assets.
- Preparing reports and analytics of real estate performance for Asset Management staff and Senior Management
- Reviewing partnership documents to determine benchmark requirements

#### **Minimum Requirements:**

- Bachelor's Degree in Finance or Business
- 2+ 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
- Microsoft Access proficient

This position is located at our headquarters in Boston, MA.  
Please apply directly at <http://www.bfim.com/careers.aspx>