



Fund 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 as well as asset and portfolio management. The company recently ranked #3 in the NMHC 50, the National Multi Housing Council's authoritative ranking of the nation's 50 top apartment owners.

The Fund Analyst position responsibilities include, but are not limited to, the following:

Key Responsibilities:

- Support the Fund Management team in managing a portfolio of Affordable Housing Real Estate Funds to preserve the value of investor equity and the stream of benefits associated with the investment
- Work with the Fund Managers to prepare and maintain long-term projections of capital installments, tax credit and tax loss delivery and cash distributions and update corresponding investor benefit schedules
- Assist with preparation and maintenance of fund risk reports and business plans
- Assist Senior Management with time sensitive projects such as investor presentation materials, compilation of due diligence items and hand off materials related to fund investment closings, and ad hoc requests
- Assist Fund Management with annual tax return process, which includes reviewing and analyzing Federal and State partnership tax returns and internal tax reports
- Monitor the performance of property investments and address discrepancies in conjunction with the preparation of quarterly reports to corporate investors
- Participate in various Fund Management initiatives, as well as contribute to team based, long term initiatives

Minimum Requirements:

- Bachelor's degree, with a focus in Accounting, Finance, Real Estate, Tax or similar
- Proficient in financial analysis and spreadsheet modeling using Microsoft Excel
- Ability to balance multiple projects and communicate effectively with peers, senior management and investors while using critical thinking and creative problem-solving
- Attention to detail
- Ability to thrive in a collaborative, team-based environment; pitching in wherever needed to achieve team objectives
- Ability to meet tight deadlines in time sensitive situations while maintaining a professional demeanor
- Excellent verbal and written communication skills

Desired Skills:

- Proficient with Microsoft Access
- Real estate industry experience
- Low Income Housing (Section 42) Tax Credit experience
- Familiarity with Partnership Tax Returns, Financial Statements and Partnership Agreements

This position is located at our headquarters in Boston, MA.

Please apply directly at <http://www.bfim.com/careers.aspx>