

Asset Management Technician

Department: Multifamily Asset Management

Location: Rocky Hill, CT

This position is responsible to assist in the monitoring of the real estate portfolio of CHFA-financed and state-financed multifamily developments to ensure compliance with federal and state regulations and CHFA policies and procedures.

Responsible for LIHTC compliance which includes preparing RFP for Authorized Delegate to working with Authorized Delegate to review LIHTC projects and keep CHFA records. Ensures timely processing of HASIP, Insurance, Loan Processing and REAC inspections. Maintains Management Agreement database and tracking log as well as draft and process Management agreements. Performs financial reviews including pre-review and import public portfolio budgets/management plans and quarterly financial statements and imports and review private Portfolio Annual financial statements. Works with Asset Management staff to ensure owner compliance by tracking financial submission with late notices. Tracks late letters for submission of financials. Maintains Replacement Reserve and Residual Receipts tracking. Acts as CHFA website co-moderator.

BA/BS in business/finance or related field, at least one to three years' experience in real estate finance, asset management, property management, and/or an acceptable combination of experience and education. Must have knowledge of federal and state housing regulations. Requires analytical ability to evaluate situations, define problems, identify alternatives and recommend solutions. Requires good interpersonal skills in dealing with different levels of management both internal and external. Must have excellent verbal and written communication skills. Requires excellent time management and organizational skills. Strong spreadsheet skills including Microsoft Excel™, Word™, and database programs. Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS) and/or Certified Credit Compliance Professional (C3P) designations preferred.

Minimum Salary: \$49,641.00 annually

To apply for this position, submit cover letter and resume referencing the position for which you are applying, and salary requirements no later than 5:00 P.M. Friday, July 10, 2015 to:

Connecticut Housing Finance Authority via www.chfa.org under About Us - Career Opportunities