

Asset Management Associate

Century Housing, Culver City, California 90230

Our Mission:

We finance, build, and operate exceptional affordable housing so that people we serve may have a dignified home, a healthy and hopeful future and attain economic independence. Learn more at www.century.org.

We are in search of an effective Asset Management Associate with great attention to detail and problem-solving skills. You will be working closely with the Director of Asset Management on a growing portfolio of affordable housing properties that are both internally and 3rd party managed. You will be responsible for asset mgt administrative activities including, but not limited to data compiling and analysis, investor/lender reporting, welfare tax exemption filing, insurance claim tracking, as well as have the opportunity to do property financial reviews. This position is a great opportunity to gain hands-on experience in real estate asset management and affordable housing compliance. The duties and responsibilities below are not intended to be all-inclusive.

Responsibilities

- Compile, review, distribute and file weekly, quarterly, and annual reports to ensure compliance with lenders and investors as well as tax credit funding and internal requirements
- Update trackers and distribute them to stakeholders regularly.
- Update management and partnership agreement extensions
- Review and analyze property performance indicators with the Director of Asset Management.
- Respond to property management and resident requests.
- Participate in annual property tax exemption filings
- Follow-up on documents, reports, and updates as required
- Maintain Asset Management calendar, schedule, and files.
- Other Asset Management/Compliance activities as needed

Knowledge, Skills, and Abilities

- Strong computer and math skills including proficiency with Microsoft Excel
- Ability to work with time-sensitive material and meet multiple deadlines
- High attention to detail and effective prioritization skills
- Good communication skills
- Ability to work independently

Education and Experience

- Knowledge of regulations pertaining to Tax Credit and other affordable housing programs
- Experience with property operations
- Experience with Yardi Voyager property management software
- At least one year working in an office setting
- Bachelor's degree

Compensation and Benefits:

Full-time, competitive hourly rate with fully-paid family medical, dental, vision and life/AD&D, long-term care, retirement plan with company match, paid time off, paid holidays, college tuition, professional development opportunities, and college loan repayment assistance available. Our employees have voted us one of the best nonprofits to work for.

Job Location:

Job is based in Culver City, California 90230

How to Apply:

Apply here or call Fern Hendrickson, Vice President, Human Resources at (310) 642-2017 for further information. Call Fern Hendrickson, Vice President, Human Resources 310 642-2017 for further information FAX (310) 258-0714. Easy apply here <https://bit.ly/3xoFcWE>

Our organization is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or veteran status.