



Resource Housing Group, Inc.

Job Title:	Asset Manager	Job Category:	
Department/Group:	Asset Management	Job Code/ Req#:	
Location:	Atlanta, GA	Travel Required:	30%
Level/Salary Range:		Position Type:	Full-Time
HR Contact:	Nathan Farmer	Date Posted:	
Internal Posting URL:			
FAX OR EMAIL: Email: spatel@rhgroup.org Subject Line: Asset Manager Position		MAIL: Samit Patel Resource Housing Group, Inc. 3350 Riverwood Parkway, Suite 800 Atlanta, GA 30339	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Analyze monthly financial statements of all assigned projects for variances between actual and budget, ensuring adequate escrow balances, bond funds and accruals. Provide monthly budget variance commentary on all assigned projects to the internal management team. Work closely with Property Managers to provide direction for and oversight of operating plans, budgets, and forecasts. Specific tasks include approving and submitting reserve draws, reviewing/approving third party contracts, rent increases, non-budgeted large expenditures. Participate in the annual budget review process by preparing operational trend to budget analysis. Assist with the year-end financial audit review to ensure accuracy of the accounting data. Maintain and update project summary data and financials MRI internal reporting software. Work closely with Property Management, Asset Management and Development. Carry out periodic on-site inspection property visits to evaluate physical condition of property. Provide feedback to Property Manager as needed. In conjunction with third party property management team, develop preventative maintenance program, monitor its implementation, and conducting property inspections. Identification and analysis of under-performing assets, and preparation and implementation of proactive operational work-out strategies. Maintain and track reporting requirements for all syndicators, investors, and financial institutions. Perform other duties as assigned by VP Finance or other senior management staff. Keep senior management regularly informed regarding the asset performance. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> Four-year college degree in Accounting or Finance or related field Proficiency in Microsoft Office (proficient in Excel & Word). 			

ESSENTIAL SKILLS

- Self-motivated with the ability to prioritize and multi-task in an environment of multiple responsibilities.
- Deadline driven with a high degree of energy and enthusiasm.
- Detail – Oriented
- Some experience with physical property inspections
- LIHTC experience (Plus)

ADDITIONAL NOTES

Must possess a valid driver’s license

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	