



JOB DESCRIPTION

Job Title:	ASSET MANAGEMENT SPECIALIST
Incumbent:	Vacant
Department:	Asset Management
Reports to:	Chief Financial Officer and Senior Asset Manager
FLSA Classification:	Non-exempt
Supervises	N/A
Created / Updated	July 2017

POSITION OVERVIEW

Assist in the functions of the Asset Management Department by providing assistance with the preparation, review and follow up on the different reports generated by the department. Assist in the timely preparation and filing of monthly, quarterly and annual reports to the respective regulatory agencies, investors, lenders and others as required. Duties include but not limited to:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

The Asset Management Specialist functions will provide support in the following areas:

1. Organizing and maintaining filing systems for both hard copy and electronic filing systems.
2. Compose and type routine correspondence and assist in the preparation of financial schedules and other reports as requested.
3. Assists in preparation and submittal of all monthly, quarterly and annual financial reports to regulatory agencies, investors, lenders and others as requested.
4. Assist in the review of management company monthly operating reports and process information to excel spreadsheets for review by supervisor.
5. Prepare Balanced Scorecard Reports and maintain/monitor monthly Occupancy Reports.
6. Prepare reporting schedule for each project to ensure compliance with regulatory agencies, partnerships agreements and loan agreements.
7. Assist in the scheduling and preparation of written responses to compliance inspections by the different investors,
8. Coordinates the filing of the Limited Partnership and Limited Liability Corporation tax returns.
9. Assist in the coordination of Homeowners Association Meetings.
10. Assist in the coordination of Property Management Meetings.
11. Assist in the preparation of the Welfare Exemptions Applications.
12. Assist with building maintenance and repairs requests.
13. Assist with Special Projects as requested.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma, plus minimum three to five (3 - 5) years in accounting or supervisory functions. AA degree preferred. Previous experience in office setting or affordable housing construction industry a plus.

Skills, Knowledge and Abilities

Excellent written and verbal communication required. Be highly organized in work flow and keeping of records. Be capable of managing multiple priorities and able to prioritize work assignments. Able to maintain strict confidentiality relative to working within the work areas and with assigned work. Ability to analyze financial data and prepare spreadsheets. Ability to multi-task, prioritize and meet deadlines.

Required Technical / Other Skills / Licenses – Working knowledge of computers and most commonly used business software, to include: Microsoft Word, Excel, Outlook, PowerPoint and Accounting software.

Since driving a vehicle during the scope of employment is necessary, incumbent should possess a valid California driver’s license and carry automobile liability insurance that meets or exceeds State requirements. A clear Motor Vehicle Record is required. Updated MVR’s may be periodically collected.

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please see attached **Physical Demands of Position**.

SAFETY – Incumbent is required to comply with established safety work practices and attend all safety-related training provide or made available by the Coachella Valley Housing Coalition.

CONFIDENTIAL INFORMATION – This position may have access to confidential information.

COMPANY FUNDS – This position does not have access to company funds.

ASSET MANAGEMENT SPECIALIST	Salary Range
Step 6	\$28,837
Step 12	\$37,932

ACKNOWLEDGEMENT

I have reviewed and been provided a copy of this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as _____’s needs change, my job description may change. I, therefore, understand that I may be asked to perform activities, duties and assume responsibilities not listed in this description.

Signed – Employee	Date:
Signed – Supervisor	Date

cc: Incumbent
Supervisor
Employee File

Note: The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel.