

TCAM Position: Asset Management Analyst

TCAM is a national investment manager providing asset management and advisory services to the capital providers of the affordable housing industry. TCAM's work environment is fast-paced and dynamic. Our company is headquartered in Boston, MA with satellite offices in Washington, DC and Pittsburgh, PA.

Job Responsibilities: Work at our main office in Boston as part of a cross-functional team to analyze and evaluate assets, portfolios, transactions, and organizations on behalf of clients. Specific responsibilities may include:

- Analyze property and fund partnership tax returns and/or audited financial statements, and work with asset and portfolio managers to resolve problems that could jeopardize the projected allocation of benefits.
- Review and monitor monthly or quarterly operating reports and evaluate performance.
- Ensure the timely receipt and integrity of asset information collected and stored in TCAM's database.
- Analyze and evaluate information to support a number of traditional asset and fund management functions such as releases of capital installments, estimates of tax credits and losses, and preparation of property IRR analyses and fund benefit schedules.
- Prepare financial analyses and projections for individual multifamily assets, as well as portfolios comprised of numerous assets, to estimate stabilization gaps, ongoing cash flows, market valuations, and refinancing and disposition proceeds.
- Assist with the preparation of written internal and external reports such as risk assessments, watchlist write-ups, management plans, operational analyses, and routine updates.
- Develop analytical frameworks for modeling and finding solutions for operational, tax, and financial problems.
- Interface with clients, general partners, property managers, accountants, and other third parties.
- Conduct site visits to evaluate property management, property marketability and market positioning, management plan, and physical condition of properties.
- Review tenant files and evaluate compliance with Section 42 requirements.
- Research and analyze local market conditions and competition.

Mandatory Requirements:

Bachelor's degree, with coursework in accounting, business, finance, and/or real estate

Excellent organizational, communication, and analytical skills

Proficiency in financial analysis and spreadsheet modeling

MS Excel and Word proficient

Ability to work well with others and thrive in a collaborative, team-based, dynamic environment, with a willingness to pitch in however and whenever needed to achieve team goals.

Flexibility and an ability to manage conflicting priorities

Preferred Qualifications:

1-2 years of experience in multifamily asset management or property management

Prior exposure to the Section 42 (LIHTC) program or other affordable housing financing programs

For consideration, please forward your resume and cover letter, via email, to hr@tcamre.com. Please use position code "**Analyst**" in the subject line of your email.