TCAM
Position: Asset Manager

TCAM is a growing company providing asset management and advisory services to the capital providers of the affordable housing and renewable energy tax credit industries. TCAM's work environment is fast-paced and rapidly changing. Located in Boston, our office is a short walk from the Red Line and Commuter Rail at South Station.

Job Responsibilities: Work as part of a cross-functional team to protect and increase asset value – including both tax benefits and cash flow -- on behalf of clients. Develop and maintain strong relationships with clients, general partners, lenders, government agencies, investors and property managers. Understand partnership, financing and tax matters, as well as real estate issues at the operating partnership level. Specific responsibilities include:

- Review and monitor monthly or quarterly operating reports and evaluate performance.
- Establish relationships and communicate regularly with the client and others involved in the specific assets, including syndicators, lenders, management agents and government officials.
- Analyze annual audited financial statements and follow-up with the general partner/borrower on any issues identified.
- Analyze operating partnership tax returns and work with the general partner and accountants to resolve problems.
- Inspect construction sites and evaluate construction draw requests for payment release.
- Monitor construction and lease-up progress, including management's marketing efforts.
- 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.
- Analyze local market conditions and competition.
- Respond to client requests for information through informal interactions and formal presentations.

Mandatory Requirements:
Bachelor's Degree
3+ years of real estate experience in multifamily asset management or property management
2+ years of Section 42 low-income housing tax credit experience
Strong analytical skills
Proficiency in financial analysis and spreadsheet modeling
MS Excel and Word proficient
Excellent organizational, communication, and analytical skills
Ability to work well with others and thrive in a collaborative, team-based, dynamic environment – pitching in wherever needed to achieve team goals.
Flexibility to manage conflicting priorities is essential to success in this position.

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