

TCAM

Position: Senior 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: A leadership role in a cross-functional team working 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 the following:

- Review and monitor monthly or quarterly operating reports and evaluate performance.
- Implement proactive strategies to resolve operational, financial and compliance issues.
- Establish relationships and communicate regularly with the client and others involved in the specific assets, including syndicators, lenders, management agents and government officials.
- Manage and/or provide guidance to others on the team.
- Analyze tax returns and work with the accountants to resolve problems.
- Analyze annual audited financial statements and follow-up on any issues identified.
- Monitor construction and lease-up progress, including management's marketing efforts.
- Conduct site visits to evaluate property management, property marketability and market position, management plan and physical condition of properties. Review tenant files and evaluate compliance with Section 42 requirements and regulatory agreements.
- Review and approve marketing and management plans and annual operating budgets.
- Respond to client requests for information through informal interactions and formal presentations.
- Manage restructuring situations, including refinancing, general partner substitution, legal action, partnership and debt restructuring and Section 42 non-compliance issues.
- Manage the disposition of properties and/or partnership interests.

Mandatory Requirements:

Bachelor's Degree

7+ years of real estate experience in multifamily asset management or property management

3+ 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.

Preferred Requirements:

Master's Degree/CFA

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