



Title: Analyst/Senior Analyst, Asset Management
Direct Report: Director, Asset Management
Indirect Report: Director, Operations
FLSA Status: Full-Time Exempt
Salary Range: \$70,000 - \$125,000

Position Summary

The Asset Management Analyst/Senior Analyst (AM Analyst) will be responsible for managing a portfolio of affordable housing properties. The AM Analyst will represent ownership in executing business plans of each property under her/his management and recommend strategies and solutions to optimize performance of each property. The responsibilities of an AM Analyst will include: monitoring property operations, managing controllable expenses, and managing building compliance and capital improvements. The AM Analyst is expected to be a hands-on team member who can multi-task, has a strong work ethic, and welcomes a challenge, while working in a highly collaborative, entrepreneurial work environment. The position is based in New York City and will report to the Director of Asset Management.

Essential Functions:

Responsibilities include, but are not limited to:

- Monitor and track property operations in coordination with the Regional Property Manager to ensure targets are being hit. Operational items include: occupancy, leasing, unit turnovers, violations clearance, collections, subsidy terminations, and work order completion.
- Develop plans to obtain and implement increases for rental subsidies and work with property management staff to execute.
- Collaborate with maintenance staff, vendors, and expeditors to clear HPD, DOB, ECB and FDNY violations.
- Work with in-house Construction Management team to create capital improvement plans.
- Ensure properties are in compliance with all local laws and prepared for mandated inspections.
- Perform frequent site inspections to assess property conditions, and to confirm maintenance & repair work meets Camber's standards. Verify work orders are being created and work being completed for any deficiencies identified.
- Active oversight of the controllable expenses for each property, inclusive of providing actual to budget variance commentary and annual budgets.
- Propose value-add initiatives at each property and assist project team members in creating investment objectives for each property.
- Review contracts and negotiate with contractors, vendors, and consultants, as needed.
- Assist team members with cash management forecasts to ensure real-time operational updates are

being accounted for in the forecasts.

- Problem-solve and work collaboratively with the Team.

Required Experience:

- +2 years in a relevant field; experience in property management preferred
- Basic understanding of multifamily operations; Experience with Yardi is a Plus

Desired Qualifications:

- College degree in Real Estate, Architecture, Urban Planning, Finance, Accounting or other relevant field
- Knowledge of affordable housing landscape, regulatory agreements, and HPD, HUD, and NYCHA assisted housing programs is a plus
- Knowledge of building compliance and local laws
- Ability to conduct site visits to identify issues and create solutions
- Possess a Real Estate owners mentality to drive NOI and cash available for distribution in the most effective manner possible.
- Ability to work on multiple projects and handle confidential information
- Attention to detail, strong problem-solving skills, willingness to learn independently
- Self-starter who can identify project priorities independently
- Excited to interface with a varied and diverse resident population

Position Type:

- Full-Time; Monday – Friday

Work Environment

- This job operates in an office environment and will require travel to properties primarily within New York City and occasionally in the Tri-State area (NY, NJ, and CT)

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

Affirmative Action (AAP/EEO statement)

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

This job description in no way states or implies that this is an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions to be performed by the employee in this position.

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State laws). Employment is on an “at-will” basis.