



Job Descriptions

POSITION: Asset Management Analyst
LOCATION: Charleston, SC or Atlanta, GA

FLSA Status: FT Exempt
Date: March 2025

JOB SUMMARY:

Supports the Company's multifamily asset management and investment functions through market research, financial analysis, capital expenditure budgeting and tracking, portfolio reporting and asset performance reporting, loan covenant tracking, and assistance in strategic Company initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ongoing industry and market research to help monitor property performance relative to market and submarket trends
- Detailed financial modeling and analysis of property performance compared to underwriting
- Tracking capital expenditures relative to budget and monitoring project timelines
- Preparation of presentations to equity partners
- Assist in due diligence coordination, tracking, and analysis
- Assistance in business plan preparation, annual asset budgeting processes, and asset revaluations
- Ongoing asset performance analysis and reporting for internal and external purposes related to the execution of the owned portfolio
- Regular communication with industry participants including investment partners, lenders, brokers, property management companies, contractors, and investment partners
- Ad hoc projects or initiatives to support the Company's various initiatives
- Other duties may be assigned

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

Job Knowledge – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

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 Experience:

- Bachelor's degree or higher from an accredited institution in finance, economics, accounting or related major
- Zero to two years of experience in real estate, finance, accounting, or a related industry; analytical or quantitative position highly preferred
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job
- Demonstrated interest in real estate asset management and investment

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have expert level proficiency in Microsoft Word, Excel, and PowerPoint software with strong financial modeling abilities in Excel.

Certificates, Licenses, Registrations

None.

Time and Travel Demands

Responsibilities may require an adjusted work schedule, travel, and evening/weekend hours to meet deadlines or attend special events.

The above job description is not intended to be an all-inclusive list of duties and standards of the position.