

JOB DESCRIPTION

Job Title: Asset Management Assistant

Department: Asset Management

Classification: Exempt/Non-officer

Reports to: Director of Asset Management

Job Summary: The Asset Management Assistant provides administrative support to the Asset Management (AM) team and MHIC. This includes Investor reporting, tracking of financial and regulatory information, tracking/scanning of project documents and general information maintenance. Provides assistance on travel and event planning for AM and MHIC.

Essential Responsibilities:

- Assists asset management in filing and storage of Partnership closing documents as well as quarterly & annual information. (Largely electronic storage)
- Assists in collection, tracking and storage of Partnership Audits and Tax Returns.
- Assists in the compilation of the monthly Investment Committee package including the watch list and the preparation of meeting notes.
- Assists in coordination of Tax and Audit and Cost Certification seminars.
- Assists in the maintenance and tracking of insurance certificates for the portfolio.
- Serves as resource for the asset management staff for various administrative needs including database entry, filing, mailings, copying and general communications.
- Assists in planning and booking of staff travel and trainings.
- Assists Compliance officer in the reviews of tenant applications including the back-up verification documents to ensure LIHTC compliance.
- Back up support for the reception area.

Additional Responsibilities: The AM assistant will take on special project responsibilities as needed. S/he will also assume such other duties as may be assigned by the Director of Asset Management.

Supervision Received: The AM assistant is required to perform these duties with a high degree of independence and reports to the Director of Asset Management.

Qualifications: Associate's degree preferred; three years of office related administrative experience. S/he must possess the desire to gain a working knowledge of the regulations of the Low Income Housing Tax Credit (–Section 42 of the Internal Revenue Service Code). The AM assistant must be a proactive, organized team player with good computer skills and strong oral and written communication skills.

Interaction: The AM assistant is a member of a team of individuals, each of whom contributes in important ways to the success of MHIC. Respect for each individual and their responsibilities are expected of all members of the team.

Candidates may send cover letters and resumes to: grogan@mhic.com or fax to 617-850-1100.

MHIC values diversity in its workforce; candidates from many backgrounds are encouraged to apply.