

# JOB DESCRIPTION



**Job Title:** Entry Level Affordable Housing Analyst  
**Reports To:** MORs Director and/or other designated supervisors  
**FLSA Status:** Salary Non-Exempt  
**Time Commitment:** 40 hrs/wk  
**Locality Requirement:** Okemos, MI area

## Company Description

Multifamily Asset Managers (MAM) is a national housing consultant company. It is our goal to deliver the most professional real estate and property management support available for our public and private partners and clients.

We are committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, ancestry, sexual orientation, national origin, age, disability, marital status, or veteran status. We adhere strictly to all relevant laws and regulations. This job description has been approved by all levels of management.

## Position Summary

This remote position seeks a highly organized and enthusiastic individual for a position as an Entry Level Affordable Housing Analyst. The person selected for this opportunity will be responsible for supporting our company in the performance of tasks associated with large-scale federal housing contracts. The individual filling this position would have the opportunity to learn additional affordable housing programs by participating in various consulting projects that cover a wide array of subject matter across the entire country.

This position is a great opportunity for a recent college graduate, who is interested in learning and growing with a company that supports projects in affordable housing and has a desire to see such work benefit those in need.

## Essential Duties & Responsibilities<sup>1</sup>

- Entry and Processing of data via automated software systems (both in-house and HUD systems.)
- Assist senior staff members with task organization and scheduling.
- Compile reports and information necessary perform initial reviews of property compliance with federal regulations. Interface with owners and/or management agents to ensure the necessary information is received in a timely manner.
- Run and verify monthly reports.
- Utilize internal training and support in the development of knowledge relating to a variety of affordable housing programs.
- Complete diverse tasks and/or special projects as assigned while maintaining the appropriate records needed for billing consulting services.
- All other duties or projects as requested by Managing Director, Director, Manager of MORs or other Senior Management.

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<sup>1</sup> To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

**Required Skills:**

- Work effectively and cooperatively with a wide range of people.
- Strong attention to detail.
- Excellent organizational skills.
- Ability to communicate effectively with staff, clients, and general public.
- Ability to maintain confidentiality of property data, resident profiles, history and/or personal information as well as any information that is proprietary in order to comply with HUD's confidentiality requirements regarding the use and handling of such data.
- Ability to create professional written communication and enter data into automated software systems.
- Ability to proof and correct work product.

**Technical/Computer Skills**

- Ability to use Windows, Word, Adobe Acrobat and Excel at an intermediate level required.
- Ability to type 40 wpm.
- Ability to learn and operate in-house program management and application databases.
- Ability to operate office equipment, including but not limited to copiers, scanners, fax machines, printers and telephones.

**Education or Professional Experience Qualifications**

- A recent college graduate with a Bachelor's degree. Experience in affordable housing is not required.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Hours and Environment**

This entry level full-time remote position requires a 40-hour work week. Schedule may be flexible, subject to approval of the Managing Director; however, long hours and weekend work may be required to meet business needs. Any agreed changes to the standard business hours or attendance may be revoked with or without notice.

**Travel**

Travel is primarily local during the business day; however, some out-of-town and overnight travel may be required.

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.