



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Sr. Financial Asset Manager

DEPARTMENT: Asset Management

DATE POSTED: 07/11/2022

CLOSING DATE: Until Filled

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SALARY RANGE: PAY Grade G31
\$69,144.04 - \$85,038.45 Annually
\$33.24 - \$40.88 Hourly

FLSA CLASS: Exempt

SUMMARY

Under the Direction of the Director of Asset Management, the Senior Financial Asset Manager is responsible for high level portfolio and property level analysis and strategy related to real estate assets in which the Agency has an ownership interest (public housing, Low Income Housing Tax Credit (LIHTC) partnerships. This includes evaluating financing options, funding sources for major capital projects, acquisitions, corrective action for repositioning of underperforming assets, and disposing of non-strategic assets. This position also ensures that the Agency has a strong system of oversight of the physical, fiscal and regulatory operations of the Agency's housing assets, third party property managers, management agents and service providers.

All activities must support the Housing Authority of New Orleans ("HANO") strategic goals and objectives and produce results that accomplish the goals of the Asset Management Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Provides expert pre-acquisition input and assistance in due diligence process, including review of financial and operational assumptions; supports the effort of originating and negotiation of debt financing. Leads coordination of post-acquisition activities and integration of asset into the Agency's ownership portfolio. Collaborates with the Accounting, Finance and Planning & Community Development departments to develop strategies related to property conversion.
- Analyzes property efficiencies and identifies opportunities for improved performance to maximize total return for asset portfolio; models full life cycle financial analysis for each asset from acquisition through disposition.
- Oversees disposition process of existing assets, including overseeing due diligence and closing requirements.
- Conducts fiscal analysis of assets in portfolio to maximize financial performance, to include annual rent analysis, capital accounts analysis, and tax credit exit strategies and refinance opportunities.
- Develops and distributes periodic asset management reports to investors, consultants and other partners.

- Conducts regular financial, social service, and capital needs analyses of the Agency's housing portfolio to determine operational performance of individual properties and the portfolio as a whole, the performance of managing agents, and the impact of Agency policy decisions; develops and maintains consistent tracking devices to measure portfolio performance.
- Prepares individual asset management plans for each property, including long-term capital needs and financing strategies that reflect the Agency's mission and financial goals.
- Develops and maintains reporting mechanisms for staff and external management companies to monitor and report on financial performance of housing assets.
- Works with internal and external partners in the implementation, review and approval of annual budget process for each asset. Ensures budgets are prepared within established timeframes. Ensures that properties meet or outperform approved operating budgets. Ensures that the asset's plans maximize their value given market conditions. Determines causes of variances and creates an action plan if necessary, to insure the financial viability of the asset.
- Collaborates with Housing Management to formulate the PH 5-year capital plan. Provides quarterly capital plan updates to Finance and Housing Management. Submits required reports to HUD for the agency's 5 year capital plan, and annual statement for Capital Fund Program (CFP) and energy conservation measures in HUD's Energy Performance Information Center (EPIC) system.
- Monitors, and coordinates the fiscal operations of the Agency's housing assets and properties; areas of responsibility include coordination with internal property managers and oversight of third-party property managers, management agents, on-site inspections, negotiating leases, compiling operating budgets, file audits and housing asset development.
- In partnership with the Development Department staff, creates asset management plans for units under development; interacts with other Agency departments to determine proposed unit population and occupancy projections, level of staffing required, space planning, market conditions, financing obligations and other criteria which influence asset management programs.
- Monitors, interprets and implements changes in regulatory requirements for funding programs; prepares and submits annual compliance reports, contracts and related documentation.
- Coordinates activities with other Agency departments, investors, community partners, residents, regulatory agencies and related groups; attend public meetings and present information on Agency Programs. Develops and implements strategies for repositioning of underperforming assets.
- Performs other duties as assigned.

BEHAVIORAL COMPETENCIES

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

Strategic Capability and Leadership: Displays and contributes in-depth knowledge to strategic planning at the organizational level. Ensures alignment of strategies across various functional areas to the organization strategy. Enables others to deal with complex and ambiguous situations. Achieves agreement or consensus in an adversarial environment. Leads and unites diverse workgroups across divisions to achieve organizational objectives.

Program and Project Management: Manages multiple projects and balances priorities and conflicts between projects based on broader organizational goals. Manages risks across multiple projects by examining total resource requirements and assessing impact of projects on day-to-day operations. Involves all relevant stakeholders in the buy-in process. Monitors policy implementation and puts in place procedures to manage risks.

People Management and Empowerment: Analyzes effective team and work processes and recommends improvements. Adapts leadership style to different people, cultures, and situations. Considers developmental needs of staff when building teams and assigning tasks. Establishes an environment in which staff can maximize their potential. Inspires a culture of performance excellence and continuous improvement.

Problem Solving and Analysis: Anticipates organizational problems and implements strategies to minimize negative impact. Identifies the impact of solutions on multiple areas within the organization. Develops contingency measures and effective internal controls.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition

Client Services: Coaches others how to improve customer relationship issues. Understands team deliverables; confers and attains agreement when the requested tasks are out of scope. Takes risks as required to build high-trust environments (e.g. request and offer difficult feedback). Assists the team in understanding and applying client feedback.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively. Leads important presentations/meetings for clients or staff. Recognizes when others are having difficulty understanding and adapts communications accordingly.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness in responding to clients; holds oneself personally responsible for one's own work; and does fair share of work.

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.

Job Competencies

- Extensive knowledge of the key policies, procedures, functions and staff in the Accounting, Finance and Planning & Community Development departments.
- Advanced knowledge in private and public sector as it pertains to asset and property management principles and practices; landlord tenant law; barriers to housing opportunities encountered by low-income households, including those with special needs.
- Advanced knowledge of operational characteristics, services, regulatory requirements and activities of publicly financed affordable housing;
- Strong knowledge of real estate finance specifically in financing instruments and methods of financial analysis.
- Knowledge of advanced principles, practices and administration of program development, coordination, contract negotiation, and budget preparation.
- Demonstrated skill in interpreting and applying pertinent Federal, State and local laws, codes and regulations.
- Demonstrated skill in developing financial and operational projections and conduct financial feasibility analyses.

- Demonstrated skill in preparing and administering program and site-based budgets, administrative and financial reports.
- Demonstrated skill in researching, analyzing and evaluating new service delivery methods and techniques.
- Ability to oversee and participate in the management of a diverse multi-family housing portfolio and advocate for the property owner's perspective in dealings with internal and external partners.
- Ability to oversee, direct and coordinate the work of staff and third party managing agents.
- Ability to effectively communicate both orally and in writing with subordinates, peers, management, administration, Boards of Commissioners and all external associated parties.
- Ability to train, engage, encourage, motivate, inspire, evaluate and sometimes discipline staff in a manner which produces positive outcomes.
- Ability to identify problems, review related information, develop and evaluate options and implement solutions.
- Ability to establish and maintain an effective working relationship with other employees.

Education and/or Experience

Bachelor's Degree in Business Administration, Public Administration, Finance, or related field and Five (5) years of progressive responsibility in asset management. Certifications in Tax Credits and Property Management, or the ability to certify within one year of employment.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and strategic plans. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 strong computer skills (Microsoft Office, Outlook, Emphasis, and Internet). Must be able to quickly learn other computer programs as required.

Certificates, Licenses, Registrations

HCCP, LIHTC Management, PHM, and Capital Fund Program Some positions may require the possession of a valid Louisiana driver's license and the ability to be insurable under the Agency's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, an individual should have above average abilities using computer software such as Microsoft Outlook, Word, Excel, and Power Point; scheduling software such as MS Project, etc., and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

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 constantly required to sit, walk, stand and use hands to finger, handle or feel. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone. The employee is occasionally required to reach with hands and arms, reach above shoulder, climb or balance, stoop, kneel, and crouch. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone. The employee must regularly lift, push, pull and/or move up to 10 pounds, frequently lift, push, pull and/or move up to 5 pounds, and occasionally lift, push pull and/or move more than 25 pounds. Specific vision abilities required by this job may include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment: The noise level in the work environment is usually moderate.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.