Senior Financial Analyst – Asset Management

Position Overview

The Senior Financial Analyst - Asset Management is responsible for investor and portfolio reporting, including producing monthly reporting for relevant funds. This position focuses on coordinating between internal and external partners, analyzing periodic financials, loan portfolio monitoring, risk assessment, coordinating troubled loan action plans, and contributing to the improvement of internal policies and procedures to optimize performance and mitigate risk. This position reports to the Director of Asset Management.

Primary Responsibilities

Equity Investment Analysis and Performance Monitoring

- **External Coordination and Monitoring:** Coordinate with external parties (partners, property managers) to collect and analyze project-level financials and operational issues, such as vacancies, revenue variances, and market conditions. Report findings to the Managing Director of Equity Investing.
- **Investor Reporting:** Produce month-end, quarter-end, and year-end investor reports for the Naturally Occurring Affordable Housing (NOAH) investment fund under the direction of the Managing Director of Equity Investing.
- **Internal Coordination:** Coordinate with the Finance team to reconcile NOAH investment reports, perform annual impairment analysis, and provide support as needed during audits.
- **Internal Communication and Project Management:** Actively participate in internal communication to ensure team members are informed about project statuses and partner relationships, fostering a collaborative work environment.

Loan Portfolio Analysis and Performance Monitoring

- **Loan Performance Analysis and Risk Reporting:** Conduct annual financial analysis of properties within the loan portfolio and identify operational issues and potential risks. Report findings to the Director of Asset Management.
- **Compliance Monitoring:** Regularly monitor loans to ensure compliance with loan covenants.
- **Risk Assessment & Reporting:** Evaluate and apply risk rating criteria to loans within the portfolio and coordinate with Director of Asset Management to produce quarterly risk rating reports.
- **Internal Coordination:** Coordinate with the Finance team to produce quarterly reports and provide support during audits.

- **Troubled Loan Action Plan and Performance Monitoring:** Develop and track action plans with Director of Asset Management and Managing Director of Lending for troubled loans, regularly communicating with borrowers and internal teams to improve loan performance.
- **Foreclosure and Loan Asset Management:** Coordinate and manage the process of selling loan assets resulting from foreclosures, ensuring compliance with Minnesota Foreclosure Guidelines.

Business Unit Support

- **Policy and Procedure Improvement:** Contribute to the continuous enhancement of GMHF's asset management policies and procedures to optimize efficiency and compliance.

Other duties as assigned.

Qualifications

- Bachelor's degree or equivalent experience in a related field
- 3-5 years of experience in asset management, portfolio management, lending, banking, commercial or affordable housing real estate, financial analysis, underwriting, or a related field
- Strong problem-solving, organizational, and analytical skills
- Excellent interpersonal, verbal, and written communications skills
- Strong attention to detail
- Proficiency in Microsoft Office products, especially Excel application
- Effective working knowledge of basic finance and accounting principles
- Ability to maintain confidentiality and exercise discretion
- Ability to travel as needed for periodic site inspections of project-level collateral, including statewide and overnight travel

Compensation & Benefits

The salary range for this role is $90,000 - $110,000.

Comprehensive benefits package including:

- Medical/Dental Insurance
- Life/Optional Life Insurance
- Short- and Long-Term Disability
- Flexible Spending Accounts
- Paid Holidays, Vacation, Sick, and other leave
- Hybrid work schedule
- Collaborative work environment

About Greater Minnesota Housing Fund

GMHF is both a non-profit housing intermediary, charged with identifying and responding to gaps in the affordable housing "ecosystem", and the State's largest affordable housing-focused Certified Community Development Financial Institution (CDFI), charged with bringing low-cost capital solutions to help meet Minnesota's affordable housing needs. GMHF is committed to creating strong communities and affordable homes through strategic investments and effective partnerships. GMHF's investments include directly funding affordable housing projects, providing technical support to local communities and businesses, linking projects with financial resources, securing additional resources for affordable housing, and using research and program development activities to identify new and innovative ways of increasing affordable housing production.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to disability or status as a protected veteran.

Learn more **about us** & **our impact**.

Contact

Submit your resume and cover letter (optional) to:

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