



Asset Management Analyst - Boston, MA

MMA Financial LLC (“MMA Financial”) is an operating subsidiary of Municipal Mortgage & Equity LLC (NYSE: MMA), known as Muni Mae. MMA Financial is one of the largest multi-family investment managers of low- and moderate-income housing in the US. The firm specializes in low-income housing tax credit investments, and also provides construction and permanent financing to tax credit developers.

JOB RESPONSIBILITIES:

The Asset Management Analyst will be part of a team that supports two distinct groups within the firm: Stabilized Asset Management and Capital Transactions. As a result, the Analyst will be exposed to all aspects of the project’s life cycle, from construction and lease-up, to stabilized operations, to the property’s ultimate disposition. The Asset Management Analyst’s duties are varied, and include:

- Analyses to support the release of capital installments to the developer during construction and through stabilization;
- Calculation of appropriate annual cash distributions to limited partner investors pursuant to partnership agreements;
- Quarterly reporting on stabilized properties, including review of financial statements and partnership tax returns;
- Researching rental market trends and operational or other property issues and preparing analytical materials for management plans; and
- Analyzing performance deficiencies and developing projections and workout scenarios for troubled properties.

COMPETENCIES/REQUIREMENTS:

This position requires a Bachelor’s Degree, a minimum of 3 - 5 years of real estate or related financial experience, strong analytical skills, proficiency with Microsoft Excel, and the ability to work in a fast-paced work environment while managing conflicting priorities. Real estate underwriting experience, market analysis skills, and understanding of partnership agreements and other project documents, as well as Section 42 tax credit experience is also desirable.

For consideration, please forward (preferably by e-mail) your resume and a cover memo to:

MMA Financial LLC
101 Arch Street
Boston, MA 02110
Attn: Recruiting
Job Code: AMANLAYST

E-mail: bostonresumes@mmafin.com