Asset Operations Analyst

NATIONAL EQUITY FUND, INC. is a leading non-profit syndicator of Low-Income Housing Tax Credits (LIHTC) with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing.

OVERVIEW

The Asset Operations Analyst supports the post-closing equity disbursement process, including maintaining key SMT data, reviewing benchmark documentation, coordinating with internal departments, and helping move disbursement requests through established approval workflows, under the direction of the Senior Asset Operations Manager.

APPLY NOW

ESSENTIAL DUTIES

- Supports the post-closing equity disbursement process by working with the Senior Asset Operations Manager, regional Asset Management teams, and internal stakeholders to review requests, confirm documentation, and move disbursements through established approval workflows
- Maintains accurate SMT dates, payment milestones, and key project data points related to equity disbursements.
- Communicates with internal departments, including Asset Management, Fund Accounting, Treasury, Legal, Project Management, and Fund Management, to support timely coordination of equity payments and cash calls.
- Supports the review and processing of post-closing equity disbursement requests by confirming required documentation, identifying missing items, and escalating questions or exceptions as appropriate.
- Tracks outstanding documentation, approval requirements, and payment status to help ensure requests move through established internal workflows in a timely manner.
- Assists with maintaining accurate records of disbursement activity, approvals, and supporting documentation for internal reporting and audit purposes.
- Maintains systems to assist regional team asset managers and analysts in the effective performance of their responsibilities.
- Assists with Asset Operations data backfill and clean-up projects to maintain the accuracy and reliability of the SMT database.
- Other duties, as assigned.

THE IDEAL CANDIDATE

- Bachelor's degree in real estate finance, economics, business, accounting or related field (or equivalent industry-related experience)
- Strong skills and knowledge of multifamily real estate operations, which could include market analysis; property management; finance; marketing and leasing; budgeting; financial reporting; and compliance with financing covenants or regulatory agreements.
- Minimum 3 years of responsible experience in asset management, property management, real estate finance, or related field. 2+ years of LIHTC experience preferred.
- Advanced Microsoft Excel knowledge related to the tracking and analysis of large amounts of financial and project data. Ability to create comprehensive documents using Microsoft Word and PowerPoint. Knowledge of Microsoft Power BI is a plus.
- Keen analytical skills and attention to detail. Strong financial analysis skills and knowledge required. Proven skill in readily identifying, interpreting, and communicating risks

ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc. (NEF) is a leading non-profit, multi-family, affordable, real estate investment manager with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its Low-Income Housing Tax Credit (LIHTC) syndication platform and its lending and investing platforms, NEF generates opportunities rooted in its vision that increased access to affordable housing empowers every individual and family to reach their full potential. Since being founded in 1987, NEF has invested nearly $30 billion, representing approximately 275,000 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than $280 million in grants to support its affiliate LISC's nationwide community development work. To learn more about NEF's impact, innovative financial solutions, and opportunities, visit www.nefinc.org.

We offer a competitive salary, along with a comprehensive benefits package.

NEF IS AN EQUAL OPPORTUNITY EMPLOYER