

Asset Management Analyst Job Description

Duties and Responsibilities:

- Provides support for asset managers in leases and setting up and maintaining Lease Profiles and Rent Rolls, and preparing and revising letters of intent
- Prepares correspondence to tenants, owners, and lenders as needed
- Responsible for engaging and managing third-party vendors when acquiring new assets
- Responsible for the monthly reviews of operating reports, and monitors budget and loan covenants
- Undertakes the development and maintenance of underwriting models for several development projects and stabilized acquisitions
- Responsible for managing asset management files and records
- Provides assistance in the review and analysis of operator provided annual budgets, including capital expenditures, operating expenses, and revenue assumptions
- Provides assistance in the quarterly reforecast of budgets, including revenue assumptions, operating expenses, and capital expenditures
- Provides assistance in the review of monthly community level reporting and lead variance calls with operating partners
- Prepares and presents asset management and disposition related summaries to investment committee
- Monitors NOI, expense and other variances through monthly and quarterly reporting, and summarizes findings to the appropriate department
- Partners with the Asset Management team on compilation of market studies, competitive analysis and strategy to conduct a property and operator level reporting trend analysis
- Prepares operation and local market assessments on visited properties, and shares assessment with leadership

- Acts as the central interface between operating partners and internal groups, and assists with payment reconciliation and document collection.

Asset Management Analyst Requirements – Skills, Knowledge, and Abilities

- Education: A minimum of Bachelor's degree in Finance, Accounting or Real Estate is required to work as an asset management analyst, but an MBA is usually preferred
- Knowledge: Their job description requires them to have a broad knowledge and experience in commercial real estate; accounting principles; financial modeling and projections; proficiency in Excel; and experience with Argus is a plus
- These analysts should have a strong lease administrative and hands on asset management experience; experience in site leadership managing over property managers, vendors, and maintenance professionals may also be required
- They must possess adept understanding of different financial evaluation methods related to valuation and performance of real estate (such as IRRs, NPVs, WACCs, etc.)
- Interpersonal skills, which is essential for establishing, building, and sustaining relationships
- Organizational skills: This is required for asset management analyst to effectively coordinate and manage multiple assignments, efficiently prioritize tasks, and work with multiple parties
- Analytical skills: The asset management position is basically an analytical one – analyzing budgets, expenditures, competition, trends, etc. Therefore, it is critical that applicants possess analytical abilities for evaluating and completing a wide range of job based transactions
- Communications skills: They must possess great communication skills to communicate with tenants, owners, and lenders both verbally and in writing in a professional and customer oriented manner. This skill is also important for handling internal customers, external bankers, auditors, tax accountants, and insurance professionals professionally

- Quantitative skills: It is essential that applicants for the asset management analyst position have the ability to perform basic mathematical calculations with ease
- Computer skills: This role requires performing a lot of manipulations on Excel; therefore, asset management analysts must be proficient in using Microsoft Excel and other MS Office applications. Ability to work with Argus, Timberline, or other property management accounting software is a plus for the analyst.
- Team player: it is essential that individuals seeking the asset management analyst job possess the capability to work in a team oriented environment.