

# Asset Manager – Portfolio Management

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**Reports To:**

Director of Portfolio Management

**Location:**

Atlanta, GA or Remote

**Position Overview:**

This position will be responsible for assisting in the daily operations of the Portfolio/Asset Management department.

**Primary Responsibilities:**

- Oversees and effectively manage a portfolio of LIHTC properties
- Collect initial and/or final Tenant Files for properties based on compliance risk
- Manage relationship with compliance contact at property management company and collect necessary forms or documents
- Evaluate and perform tax credit projections based on property lease up and anticipated completion dates of buildings
- Manage and approve property Cost Certifications, Form 8609s and State Eligibility Statements
- Manage and approve property level tax returns, interim financial statements and audited financial statements
- Manage collection of Asset Management Fees for LIHTC portfolio through real estate database
- Monitor construction of property by collecting and analyzing construction draws
- Manage developments during their life cycle by communicating with development and general partners
- Manage and fund capital requests through construction completion of property's life cycle
- Evaluate financial performance while preparing Investor reporting for internal and external partners
- Review project summaries for correctness comparing closing pro formas, closing documentation, limited partnership agreements and due diligence
- Prepare quarterly Construction/Lease Up memos for external partners

**Secondary Responsibilities:**

- Work with Underwriting team to assist with data needed from LIHTC portfolio

**Required Skills:**

- Bachelor's degree in Business or related area with a minimum of 2-5 years of accounting, real estate finance, or related work experience
- Previous work in the Low-Income Housing Tax Credit Program of Affordable Housing industry is a plus
- Excellent verbal and written communication skills
- Requires knowledge of Microsoft Office Suite, and proficiency in Excel and Word
- Excellent organizational skills with the ability to balance several projects at one time
- Detail oriented

**About Sugar Creek Capital:**

Sugar Creek Capital is a specialty finance firm and the national leader in state tax credit investments. Our guaranteed state tax credit funds provide corporations, insurance companies, and individuals with effective, reliable tax planning and investment opportunities. Through these state tax credit programs, our team works to bring maximum value and financial strength to housing partnerships that benefit working families, fixed-income seniors, and veterans. We work closely with corporate tax and investment departments, CPA and wealth management firms, developers, and federal syndicators across the country to structure valuable transactions while navigating complex state tax law and regulatory requirements. Since 2004, we have closed over \$1 Billion in Tax Credits across the country. With decades of experience in the development, syndication, construction and management of diverse residential properties, we bring expertise and financial strength to our partners.