



Hiring: Analyst, Asset Management

Location: Corporate Office - Norwood, MA 02062

Hours: Full-Time

Pay Rate: Starting at \$70,000. Yearly Salary

Department: Asset Management

Reports To: Director, Asset Management

FLSA Status: Exempt

The Analyst, Asset Management supports the oversight and performance of HallKeen's multifamily real estate portfolio. Working closely with the Director of Asset Management cross-functional partners, the Junior Analyst helps monitor property financial and operating performance, maintain accurate portfolio information, support budgeting and forecasting, and identify trends, risks, and opportunities across the portfolio.

This is an entry-level role designed for an individual interested in building a career in real estate and affordable housing asset management. The position provides exposure to property operations, financial analysis, regulatory and lender requirements, capital planning, and portfolio-level decision-making.

Key Responsibilities

Portfolio Performance & Financial Analysis

- Compile and analyze monthly property financial and operating information, including revenue, expenses, NOI, occupancy, collections, delinquency, leasing activity, and other key performance indicators.
- Review monthly budget-to-actual results and assist in identifying significant variances, trends, and areas requiring follow-up.
- Track loan maturities, interest rates, amortization, covenants, debt service, and lender reporting requirements.
- Support cash flow, debt service coverage, reserve, and distribution analysis.
- Assist with annual property operating budgets, capital budgets, forecasts, and longer-term financial projections.
- Maintain portfolio dashboards, financial models, trackers, and other asset management reporting tools.
- Help identify properties or operating areas performing above or below expectations and assist with follow-up analysis.

Property & Operational Oversight

- Work with property management and accounting teams to collect, validate, and understand property-level financial and operational information.

- Track occupancy, leasing, delinquency, rent collections, turnover, and other operating metrics.
- Participate in periodic property reviews and site visits to understand physical condition, property operations, market positioning, and capital needs.
- Assist with market research, rent studies, comparable property analysis, and demographic research.
- Research operational issues and support recommendations for improving property performance.
- Help maintain property-level business plans and track progress against established goals.

Affordable Housing & Compliance Support

- Support the tracking of key affordable housing requirements, including LIHTC, HUD, and other federal, state, and local regulatory requirements.
- Assist with monitoring regulatory, lender, investor, subsidy contract, inspection, and deadlines.
- Maintain property information summaries and key asset documents, including regulatory agreements, financing documents, partnership documents, audits, insurance information, and other property records.
- Assist with gathering documentation for audits, lender and investor requests, refinancing, inspections, and other due diligence activities.
- Support tracking of rental subsidy contracts, Housing Choice Voucher information, and other property-specific housing programs as applicable.

Capital & Asset Planning

- Track capital expenditures, capital projects, replacement reserves, and reserve reimbursements.
- Evaluate capital needs and their impact on property operations and financial performance.
- Maintain key property dates and asset management ticklers, including financing, regulatory, tax, insurance, and contractual milestones.
- Assist with refinancing, recapitalization, disposition, acquisition, and other portfolio initiatives.

Reporting & Data Management

- Assist with monthly, quarterly, and annual reporting for senior management, owners, investors, lenders, boards, and regulatory agencies.
- Maintain accurate property and portfolio information within asset management systems, databases, dashboards, and reporting tools.
- Perform routine data validation and follow up with property management, accounting, and other teams to resolve discrepancies.

- Prepare clear summaries, analyses, and presentations that translate property-level data into actionable information.
- Support special projects and other Asset Management initiatives as assigned.

Qualifications

- Bachelor's degree, preferably in real estate, finance, data analytics, or a related field.
- 2 years of relevant experience; real estate, financial analysis, property management, or affordable housing experience is a plus.
- Strong analytical and quantitative skills with proficiency in Microsoft Excel and comfort working with financial and operational data.
- Organized, detail-oriented, and able to manage multiple priorities and deadlines.
- Self-starter, self-directed, and team player with strong organizational skills.
- Willingness to learn and be mentored.
- Strong attention to detail with the ability to manage multiple projects simultaneously.
- Knowledge of Yardi, MRI, RealPage, or other real estate accounting/portfolio systems.

Benefits

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

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