



Financial Analyst

Position Description

ORGANIZATIONAL BACKGROUND

The National Housing Trust is a strong national nonprofit engaged in affordable housing advocacy, lending, real estate development and energy solutions. Our mission is to preserve and improve affordable multifamily homes to support quality, healthy neighborhoods with a range of housing options so that families of all income levels have an opportunity to thrive.

NHT is an award-winning nonprofit with a focused agenda. The ideal applicant thrives in a fast-paced environment, working with dedicated and entrepreneurial colleagues. NHT has a staff of 30 across its four business lines – public policy, lending (NHT Community Development Fund and Institute for Community Economics), real estate development (NHT Communities) and energy solutions (NHT Renewable).

NHT Communities preserves and improves housing so that it is healthy, safe and affordable for all people. By using innovative, replicable financing mechanisms, NHT Communities has participated in the preservation and improvement of more than 42 communities comprising nearly 5,000 affordable units in 13 states and the District of Columbia. Today, we own over 4,200 units in 35 properties.

POSITION

The Financial Analyst reports to the Director of Real Estate Development of NHT. To carry out his/her responsibilities, this professional will work closely with and in support of the real estate project managers, who are responsible for the preservation and production of affordable housing communities for NHT's affordable housing real estate development subsidiary, known as NHT Communities. The Financial Analyst will also work with other NHT staff members from the Finance, Accounting and Asset Management groups.

The primary areas of responsibility of the Financial Analyst are to:

- Prepare and review various proformas using different financing scenarios to determine the best financing option for a project;
- Provide support in the submission of financing applications and requests for debt/equity;
- Assist with the closing process; and
- Manage lender disbursement requests for projects during the construction period.



RESPONSIBILITIES

(Percentage of time spent on each function*)

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| 30% | Prepare proformas under varying assumptions and scenarios for properties to be acquired, developed or refinanced. Preparation of proformas includes researching, developing and backing up assumptions. Prepare written reports outlining the transactions. |
| 15% | Review proformas prepared by lenders and equity investors for operating income and expenses along with the development sources and uses to insure accuracy. |
| 10% | Support Project Managers when negotiating financing commitments with lenders and investors on financing commitments, due diligence items, loan agreements and conversion of construction loans to permanent loans. |
| 5% | Support Project Managers when negotiating partnership agreements with tax credit syndicators. |
| 10% | Support Project Managers in the submission of financing applications, including working with various consultants to prepare exhibits. |
| 10% | Manage lender disbursement requests for projects for the initial closing and during construction period. |
| 5% | Review budgets to ensure the sources and uses of funds are classified appropriately for accounting purposes. |
| 5% | Assist in transitioning properties from development to operations. |
| 5% | Support Director of Development in the production and review of company cash flow projections. |
| 5% | Prepare special reports as necessary. |

*It should be noted that this an estimation of time spent on typical duties. The actual proportion spent on any specific task is likely to change depending on the life cycle of NHT Communities' development pipeline. Further, management reserves the right to modify, add or remove duties and to assign other duties as necessary.



DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed leader with 2-4 years of experience in accounting or finance, preferably related to real estate. Candidates will ideally have experience in nonprofit affordable housing. Other qualifications include:

- Commitment to NHT's mission, including a deep dedication to assisting low income families create and access opportunities to thrive;
- Experience in construction accounting preferred;
- Experience in Low Income Housing Tax Credits and bond financing preferred;
- Exceptional knowledge of Excel;
- Basic understanding of accounting principles;
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs;
- Detail-oriented, entrepreneurial self-starter who relishes multitasking;
- Excellent interpersonal, organizational and communications skills, including both verbal and written skills;
- Excellent planning and organization skills;
- Ability to integrate thoroughness and attention to details with a big picture, strategic vision.
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment;
- Collaborative spirit and positive attitude (a good sense of humor is a plus);
- Bachelor's degree in Accounting or Financing required. Master's optional.

COMPENSATION

Salary and benefits are competitive and commensurate with experience.

JOIN US

Submit resume and cover letter to hr@nhtinc.org. Please write "Financial Analyst Application" in the subject line of the email. No phone calls.

NHT is an equal opportunity employer.