

August 3, 2018

## CONTI is hiring!

The CONTI Organization is a real estate investment company that specializes in value-added multifamily real estate in Texas. Since 2008 we have acquired and sold over 7,500 apartment units with plans to actively grow to 20,000+ units (\$2B+ market value). We are a stable, driven, long-term minded company looking to add a key member to our team. Thanks to our team, we have been recognized by Inc. 5000 and Dallas 100 lists for fastest growing companies for 4 consecutive years.

**If you are self-starter that enjoys project based work, and you thrive in fast-paced environment where a high level of detail and accuracy are a must, please continue reading.**

**Apply Now:** <http://www.cindexinc.com/c/EA04D5>

**Role Title:** Asset Manager (reports to Director of Asset Management)

**More About the Department:** [About Asset Management](#)

### Role Purpose:

Responsible for the overall performance of assigned properties within the portfolio. Perform financial analyses, mitigate risk, and provide recommendations to support goals. Facilitate portfolio management functions, such as property contracts, taxes, insurance, utilities, and lender communication.

### Main Job Duties:

#### 1. Financial Analysis

- Understand underwriting, deal structure, investment levels, waterfalls, value add strategy, and primary risks/opportunities of project.
- Perform review of monthly financials to track to budget and pro forma.
- Analyze trends and make recommendations to initiate cost savings, boost income, and mitigate risk.
- Track and benchmark key financial performance metrics across the portfolio.
- Identify and update the cash position for each property to evaluate investor distributions.
- Oversee annual budget process and approval.

#### 2. Property Rehab

- Review physical due diligence, translate into renovation/rebranding plan.
- Monitor renovation progress following acquisition and refinancing, ensure lender required repairs are completed within required timeframes.
- Assess 5-10 year capital expenditure plans for each property.
- Facilitate vendor payments, lender draws, and construction management fees.
- Facilitate lender inspections and follow-through on outstanding items.
- Ensure restoration following insurance-related claims.

### 3. Portfolio Management

- Compile and update portfolio reports tracking key property/loan data points.
- Evaluate and lead refinances and supplemental loan opportunities.
- Manage annual property insurance renewal process and ensure lender compliance.
- Own utility/ancillary income contracts and expense contracts over 1 year in duration.
- Project manage property tax appeals and litigation process.
- Maintain and update legal documents related to deal structure.
- Ensure loan covenants are monitored and complied with.
- Provide monthly investor updates to communicate trends at each property.

#### Skills/Qualifications:

- 3-5+ years of experience in a financial analysis environment in the multifamily real estate industry.
- Proficient in Excel, Word, and PowerPoint, with database experience a plus.
- Strong knowledge of financial and operating statements and general accounting principles with respect to real estate and LLC structures.
- Ability to understand and/or create financial models and waterfalls is essential.
- Strong research, analytical and problem-solving skills.
- Excellent organizational, interpersonal, quantitative, writing and communication skills; able to interface with top-level executives.
- Self-motivated, team-oriented and strong time management skills to prioritize deadlines.
- Able to drive a company or personal vehicle for property site visits and inspections.

#### Education:

- Bachelor's degree in finance and/or accounting or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired.

#### Why You? Why Now?

- **Be part of an exciting and growing team** – Our acquisitions continue to ramp up, closing 1,900 units in 2016/2017 and on pace to close 3,200+ units in 2018. Overall, our portfolio has doubled in size over the past two years, with active strategies in place to double again by the end of 2020.
- **Have a tangible impact in your daily efforts** – As a long-term owner-operator, positioning each property in a way that helps the strategy come to life is a key component in how we drive performance. You will truly make a difference in our properties, community, and company.
- **Develop personally and professionally** – Our culture is centered on continual learning. Team members contribute their perspectives, develop relationships, and go deeper in their career development.

**NOTE: DUE TO THE LARGE NUMBER OF RESUMES WE EXPECT TO RECEIVE, ONLY THE MOST QUALIFIED CANDIDATES WILL BE CONTACTED. WE WILL RETAIN ALL OTHER RESUMES FOR ANY FUTURE JOB CONSIDERATIONS. THANK YOU.**