



**Junior Financial Analyst - Full-Time
Victory Housing Corporate Office
Rockville, MD**

We are looking for a Junior Financial Analyst with a strong interest and experience in real estate, affordable housing and/or community development finance to help monitor and analyze existing investments, track performance and identify opportunities for refinancing, acquisition, and disposition of our real estate portfolio. This position will also work with the Finance and Asset Management teams to track compliance with all regulatory agreements, affordable housing agency guidelines, investor requirements, and internal policies and procedures.

The Junior Financial Analyst reports to the Senior Vice President of Finance and will work with our Development, Asset Management, and Accounting teams to provide analytical support for strategic decisions.

This position is ideal for individuals who are detail-oriented, analytical, and passionate about real estate markets, particularly affordable housing and community development finance, providing a foundation for growth into investment or portfolio management roles.

Specific duties and responsibilities include the following:

- Monitor and analyze existing investments to track performance and identify opportunities for refinancing, acquisition, and disposition.
- Build models in Excel using historical performance and current business assumptions to create forecasts of projected revenue and expenses to support strategic investment, budgeting, and planning decisions.
- Research and follow-up with various internal and external parties on information for audit and other financial and tax reporting needs, including data collection for preparation of 990-income tax returns.
- Draft communications to investors and government partners, such as quarterly project status and other progress updates.
- Create and maintain systems to track property-specific compliance requirements of lenders and investors based on the review of loan documents, regulatory, operating agreements, etc.

- Oversee submission of HOME/HIF/AHOF, OCCPC, 8703, personal property tax, and other filings.
- Ensure good standing of ownership entities, including active SAM.gov and Grants.gov accounts, trade name renewals, charitable organization registrations, entity licenses, sales and property tax exemptions, etc.
- Maintain contact matrix for notification purposes and distribution of audits, tax returns, insurance certificates, and other key documents.
- Create reports and analyses as directed and as needed.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree required, preferably with course work in economics, accounting, finance, business or related fields.
- Ability to analyze data and present information through written mediums.
- Experience creating and/or modifying financial models in Excel.
- Familiarity with general accounting principles preferred through education and/or work experience, and knowledge of real estate market trends, investment principles, and valuation methods.
- Excellent organizational skills and ability to monitor multiple tasks from inception through completion.
- Strong communication and problem-solving skills, willingness to learn, and proactive detail-oriented nature.
- 1-2 years of experience preferably in affordable housing or multifamily real estate financed through federal/state programs, such as Low-Income Housing Tax Credits.
- Must be fully vaccinated and boosted for Covid-19, as well as willing and able to comply with various measures recommended for public health purposes when necessary, such as using a mask and practicing social distancing.

The salary range for this position is \$60,000 - \$70,000 annualized based on skills and experience. We offer a competitive benefits and total compensation package which includes free parking.

Victory Housing, Inc. is an Equal Opportunity Employer committed to providing an inclusive work environment for staff, clients, volunteers, and service partners. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran, or disability status.