



JOB DESCRIPTION

Department	Finance
Job Title	Fund Manager
Reports to	Director of Fund Management

Job Summary:

The Fund Manager will be responsible for monitoring, managing, and tracking all Fund activity for a specific group of Tax Credit Funds, as well as preparing documents that are ultimately provided to Investors.

Essential Job Functions:

Function/Responsibility	Percentage of time spent on the function
<p>Cash Management</p> <ul style="list-style-type: none"> • Analyze cash needs of the investment funds and prepare required capital calls and schedule of cash needs for treasury management specialists • Prepare working capital reporting • Verify all cash disbursements for fund entities • Support review of equity payments to operating partnerships 	10%
<p>Quarterly Accounting</p> <ul style="list-style-type: none"> • Generate and post all quarterly journal entries for fund entities • Assist with the preparation and analysis of the quarterly reports, including but not limited to: <ul style="list-style-type: none"> ○ Fund benefit schedules ○ Fund cash reserves ○ Draft Fund Entity Financial Statements ○ Calculate investor yield every quarter 	40%
<p>Year-End Reporting</p> <ul style="list-style-type: none"> • Update financial models quarterly and at year-end • Review lower-tier partnership audits and tax returns • Evaluate tax positions taken by lower-tier partnership entities • Prepare documentation for preliminary and year-end fieldwork 	20%
<p>Fund Benefit Analysis</p> <ul style="list-style-type: none"> • Prepare investor benefit schedules and evaluate the rate of return quarterly • Provide analysis and recommendations on credit adjusters' decisions • Run projections on the impact of changes from the closing investment benefit stream on the investor's rate of return 	30%
<p>Special Projects On-demand reporting and analysis of the financial information related to fund entities</p>	Ad hoc



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Education/Certifications:

- Bachelor's degree in a business-related field - accounting or finance, or equivalent work experience

Work Experience:

- 5-7 years of experience and exhibited competency in tax advantaged real estate investments: LIHTC, NMTC, HTC.

Knowledge, Skills & Abilities:

Candidate must be able to demonstrate strong customer service skills in interactions with investors, lenders and developer partners in a financial services environment. Candidate must be able to communicate and work effectively with individuals representing various departments and having varying specialties, both financial and non-financial. Candidate must possess strong organizational skills. Requires knowledge of Microsoft Office Suite, and a high proficiency in Excel and Word. Experience with Blackbaud a plus. Overtime hours are expected during certain months of the year.

OCCH is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$7 billion in private capital and invested in over 66,000 units of affordable housing in over 1,100 developments.

Our mission is to *advance the preservation, production, and management of affordable housing through collaborative partnerships and innovative thought leadership.* Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. Our values of **CREATING: Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, INclusion & Growth**, will guide our behaviors, ensuring a consistent focus on quality and progress toward our vision. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.

OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state or local law.