

# MUNICAP, INC.

— PUBLIC FINANCE —

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## Financial Project Manager (Bond Administration)

### Job Description

#### ***WHO WE ARE***

MuniCap, Inc. is a leading public finance consulting firm established in 1997 that specializes in developing and implementing creative approaches to funding public infrastructure, facilities, and services for economic development and urban redevelopment projects, usually involving public-private partnerships.

- Headquartered in Columbia, Maryland with satellite offices in Richmond, VA, Charleston, SC, Pittsburgh, PA, and Dallas, TX
- Experts in real estate development public finance and public-private partnerships
- Provide consulting services to real estate developers and public agencies
- Provide financial and management oversight related to municipal bond programs
- Completed over 145 financings totaling over \$6.6 billion

#### ***WHAT WE DO***

MuniCap's primary role is to assist developers and public agencies in developing, implementing and managing public financing plans to create successful public-private partnership development projects. MuniCap's role is to facilitate tax increment and special tax bond financing through bond issuance, our "consulting services", as well as to complete the corresponding compliance after bond issuance, our "administrative services".

#### **Consulting Services**

Policy and Finance Program Development  
Project Feasibility and Pro-Forma Analysis  
Fiscal & Economic Impact Analysis  
Capital Markets/Financing

#### **Administrative Services**

Project Monitoring  
Annual Budget Preparation  
Financial Reporting to Bond Holders  
IRS Compliance

#### ***CAREER OPPORTUNITIES***

We are currently seeking an experienced, reliable and task-oriented individual. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment. This is an excellent opportunity to join a growing company. In this role, you will interact closely with local government agencies and real estate developers as well as perform a significant amount of research. Ideal candidate has finance or real estate experience.

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This position corresponds to the post bond issuance administrative services which responsibilities include:

- Preparation of annual and quarterly compliance reports
- Preparation of annual audited financial statements for over 20 entities
- Preparation of general ledgers
- Reconciliation of trust accounts and statements
- Monthly and semi-annual billing and reconciliation of receipts
- Monitoring and reconciliation of project development
- Property owner inquiries

Qualifications:

- Bachelor's degree in Real Estate Finance, Finance or Economics
- Excellent writing experience required
- Project management experience required
- Proficiency with Microsoft Word, Excel and QuickBooks preferred
- Attention to detail, organization and time management
- Strong communication skills
- Recent graduates should have a GPA of 3.5 or higher

Preferred but not required:

- Real estate, development or municipal securities experience
- Series 50 exam
- Series 7 exam

MuniCap provides a competitive compensation package, including employer paid healthcare, dental, and ancillary benefits, flexible hours, and paid vacation.

Job Type: Full-time