

Financial Project Manager (Bond Administration)

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 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

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. We offer a full suite of consulting services related to the issuance of tax increment financing bonds and special assessment bonds. Following the successful issuance of those bonds, we provide a corresponding complement of administrative services devoted to ongoing compliance and monitoring.

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 has strong critical thinking skills. This candidate should be able to manage their work load effectively and efficiently and prioritize 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.

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

- Administration of approximately ten real estate development projects
- Preparation of quarterly and annual compliance reports on real estate development projects
- Preparation of annual financial budgets and corresponding reports, including financial analysis
- Reconciliation of trust accounts and statements
- Responding to bond holder and other stakeholders' inquiries
- Monitoring and reconciliation of project development

MUNICAP, INC.

PUBLIC FINANCE

Qualifications:

- Bachelor's degree in accounting, finance, real estate, or economics
- Excellent writing experience required
- Project management experience required
- Strong critical thinking skills
- 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 to apply:

- Real estate, development, or municipal securities experience
- Series 50 exam (will be required to pass upon hiring)
- Series 7 exam

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

CONTACT INFORMATION

For more information on MuniCap please contact us or visit our website at www.municap.com.