



**Position:** Loan Asset Manager  
**Division:** Asset Management  
**Location:** Dallas  
**Reporting to:** David Homsher

### **Summary**

The Loan Asset Manager is responsible for managing a portfolio of approximately 15-20 large, highly structured, complex transitional commercial real estate loans, each typically ranging in size from \$40MM to \$150MM. This role works collaboratively with Team Leads, Asset Managers, Bankers, Closers, Loan Servicers, and Borrowers. The Loan Asset Manager is headquartered in our Dallas office and reports to the Managing Director, Head of Asset Management.

### **Responsibilities**

- Provide continuous loan surveillance: collateral tracking and analysis; submarket, market, and econometric indicators; loan servicer activities; annual operating budget reviews / approvals; quarterly risk rating using third-party resources – brokers, appraisers, etc. – and data sources such as Axiometrics, CoStar, RCA, STR, etc.; and financial reporting
- Abstract and review loan agreements and monitor covenant and critical date triggers
- Analyze property and portfolio level financials: Income Statement, Balance Sheet, General, A/P, and A/R ledgers, etc. Prepare and maintain financial projections, including prospect activity, lease rollover, leasing velocity, market / subject rental rates and concessions, occupancy statistics, NOI and capital forecasts, and current and forecast DSCR and Debt Yields
- Manage Borrower relationships including processing lease approvals and consent requests, authoring / presenting formal Credit Memos, and facilitating loan modifications, collateral releases, and paydowns/payoffs
- Periodically review and re-underwrite Sponsor or Guarantor liquidity and net worth (financial statement review and analysis, completion of credit forms, etc.).
- Review draw requests, update project budgets, underwrite and process loan advance and reserve release disbursements, identify project and carry shortfalls, and communicate loan re-balancing needs to borrower
- Update investor presentations and participate in quarterly asset reviews

### **Skills:**

- Commercial real estate underwriting, lending, asset management, portfolio management, loan administration, or related experience
- Strong analytical and problem-solving skills, including the ability to proactively identify and flag concerns with business plan execution
- Bachelor's degree in Accounting, Finance, Real Estate, related field(s), or equivalent industry experience
- Proficiency in Microsoft Office (Excel, Word, PowerPoint); VBA or other coding background and Argus experience a plus
- Must be able to create complex, properly formatted, multi-tab spreadsheets using advanced formulas



- Exceptional character, personal integrity, and work ethic
- Extremely organized and detail-oriented, highly accurate; excellent time management skills; able to thrive in a dynamic environment and effectively handle multiple competing and time sensitive deadlines and priorities
- Great team player with good judgment and effective written and verbal communications skills; interacts well with teammates and external parties at all levels

**Compensation:** As an equal opportunity employer, Acore Capital offers a competitive benefits package and salary/bonus commensurate with experience.

**To apply:** Please send your resume and cover letter to [careers@acorecapital.com](mailto:careers@acorecapital.com) using the subject line "Asset Manager – Asset Management".

#### **About Acore Capital**

Acore Capital, LP is one of the largest credit managers focused on commercial real estate lending. With offices in San Francisco, Los Angeles, Dallas and New York, Acore relies on and invests in exceptional talent to originate, acquire and manage first mortgages, B-notes, mezzanine debt and preferred equity. Since inception in 2015, Acore has quickly established itself as a reliable and trusted source of customized financing solutions at competitive rates and flexible terms. This success is an outcome of its people-first culture, proven track record and longstanding relationships. For more information, please visit [www.acorecapital.com](http://www.acorecapital.com).