

Job Description: Commercial Appraiser

About Vision

Vision Government Solutions, Inc., a fast-growing tech firm in the Boston area. We provide software to governments, cities, and towns. The Commercial Appraiser provides an incredible opportunity to learn about business and technology while exploring the different functions of the business within a tech firm. The Commercial Appraiser presents a tremendous entry level opportunity to folks with an interest in the business world.

Summary of Role & Responsibilities

The Commercial Appraiser will work directly under the direction of the Project Manager. The Commercial Appraiser is responsible for the hands-on final valuation and review process of commercial, industrial and apartment properties. An outline of tasks for a typical project is shown below.

A good candidate would have this job knowledge when applying:

- Working knowledge of the appraisal process
- Microsoft Office knowledge:
 - Excel
 - Word
 - PowerPoint
- Must have excellent communication skills
- Must have basic computer skills
- Comfortable talking with customers, peers, and managers
- Ability to manage multiple priorities
- Demonstrate problem-solving skills
- Ability to effectively prioritize and execute tasks in a high-pressure environment

Essential Functions

- Complete a field review of properties to ensure data is correct and properly categorized.
- Analyze and enter income and expense data into the Vision appraisal database
- Create new schedules for income and expense data to be used in the income approach to value.
- Reconcile the income approach and cost approach for each appropriate property.
- Participate in the informal hearings process with taxpayers. Investigate reported complaints and make decisions to reconcile discrepancies or inaccuracies found as a result of the process.
- Maintain positive relations with the clients, the general public and company personnel.
- Communicate job status situations effectively through forms, memos, status reports and other prescribed company documents accurately and timely