

## POSITION: FINANCIAL ANALYST

### POSITION SUMMARY

The Financial Analyst reports to the Director of Capital Markets and Finance and is responsible for updating cash flow projections for the portfolio (working closely with other departments to obtain current information), updating monthly portfolio tracking reports (e.g. occupancy, net absorption, leasing activity, etc.), creating financial analyses on an ad hoc basis, and assisting with due diligence for capital markets transactions and, as needed, for acquisitions/dispositions.

### QUALIFICATIONS

- Education:** Bachelors degree in Finance, Accounting, or Real Estate.
- Experience:** One (1) to four (4) years of commercial real estate work experience.
- Skills:** Must be proficient with Excel and Word. Knowledge of financial projection software preferred (Argus a plus).