

POSITION: ASSOCIATE ASSET MANAGER

POSITION DESCRIPTION

This position will serve a critical role in our multi-family and mixed-use real estate investments and asset management divisions. This position will support the residential portfolio's operations and provide analysis of property management operations. This role will also support the acquisition activities from bidding and due diligence through closing and analysis efforts. The main focus is financial analysis and reporting, business plan development, and asset management, but other analytical projects may be assigned. The ideal candidate will be intellectually curious and detail-oriented, thrive in an entrepreneurial setting, and want to be instrumental in building a special company.

The Residential Financial Analyst will report directly to the Senior Vice President of Residential Asset Management. The Analyst will perform various routine, complex, and specialized duties to support the efficient operation of the department.

QUALIFICATIONS

Education: Bachelor's degree required; graduate degree in Business, Accounting, Finance, or Real Estate highly preferred.

Experience: 2-5 years' experience in real estate analysis, accounting, finance, and/or development.

Required Skills:

- Advanced understanding of Microsoft Excel, Word, and PowerPoint.
- Must understand financial/accounting concepts and be familiar with navigating complex financial models with excellent analytical, decision-making, and problem-solving skills and a drive for measurable results.
- Ability to handle varying degrees of workload and effectively prioritize work with excellent time management skills.
- Strong written and verbal communication skills.
- Solid understanding of successful project management practices.
- Strong interpersonal skills; build effective relationships between multiple departments and property management.
- Must have strong attention to detail, with the ability to create documents, reports, presentations, etc., that are accurate and ready for use by management.
- Must handle sensitive and confidential information with dependable judgment and impeccable integrity.
- Must be intellectually curious and entrepreneurial.