

# Senior Financial Analyst

Reporting to the Manager, Capital Markets & Finance, this position will support capital markets and finance activities by preparing financing request packages, assisting with due diligence, helping close transactions, updating the 5-Year Model and completing ad hoc analysis. The Senior Financial Analyst will also support acquisition and disposition activities by working on deal teams led by the head of acquisitions and development, preparing analyses and underwriting proformas, and assisting with due diligence. The ideal candidate will be intellectually curious, detail-oriented, thrive in an entrepreneurial setting.

## Qualifications

- Bachelor's degree in Finance or Accounting required. Graduate degree in Business, Accounting, Finance or Real Estate preferred.
- 3-5 years of relevant experience in real estate dispositions, acquisitions, accounting, finance and/or development.
- Advanced skills in Microsoft Excel, Word, PowerPoint and Argus.
- Must understand financial/accounting concepts and be familiar with navigating complex financial models for underwriting real estate transactions 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.
- Must have a strong attention to detail, with the ability to create documents, reports, presentations, etc. that are accurate and ready for use by management.
- Must be able to handle sensitive and confidential information with dependable judgment and impeccable integrity.

## Responsibilities

- Provide financial analysis to support asset disposition and acquisitions, i.e., comparing cap rates, price/unit, and other return metrics as well as evaluating cash on cash yields IRR, equity multiples and ROI's.
- Perform financial analysis and due diligence for capital markets transactions.
- Research, analyze and maintain benchmark economic activity in target markets through competitive analysis for rents, sales, operating costs, supply and economic activity, demographic data and new development data.
- Produce monthly financial reports to be delivered to the executive committee.
- Assist in the preparation and presentation of investment overview packages.
- Assist in meeting coordination, scheduling, documenting meeting minutes and organization as directed.
- Prepare financing request packages and ad hoc analysis for capital markets transactions.
- Assist with due diligence and closing financing transactions.
- Assist with updating cash flow models and the preparation of monthly, quarterly, and annual reporting.

- Assist the transactions team in all aspects of disposition activities including marketing, analysis, due diligence and closing coordination.
- Assist the transactions team in all aspects of sourcing, underwriting and closing on acquisition opportunities including financial analysis, market research and due diligence coordination.
- Maintain a pipeline of all acquisition/investment opportunities, download all materials, and maintain/organize per department guidelines.
- Assist in composing written summaries and memoranda regarding potential dispositions and acquisitions.