

FINANCIAL ANALYST

JOB DESCRIPTION:

- Join a rapidly growing, leading New England-based commercial real estate developer based in Concord, MA, reporting directly to the Chief Financial Officer and working closely with Asset Managers and Senior Financial Analyst;
- The primary responsibility is to provide analytical support through financial modeling, scenario analysis and management reporting; and
- Support acquisition and disposition financial analyses and due diligence processes.

RESPONSIBILITIES:

- **Maintain Portfolio Financial Analyses:** Create and maintain asset-level and portfolio-level cash flow projections and proformas for development, re-development and operating assets. Responsibilities include updating leasing, operating, capital expenditure and capital structures, as well as analyzing pro forma leasing and capital structure scenarios and the impact on investors and lenders.
- **Maintain Various Company Databases:** Update debt tracking database with key financial and loan terms for new financings and existing debt modifications. Monitor debt service compliance covenants and ensure compliance of reporting covenants and requirements. Update and manage property and leasing transaction database.
- **Work with Multiple Deadlines:** Ability to manage and prioritize various projects and responsibilities.
- **Reporting:** Create and maintain fund and asset-level reports for internal management and external investors.
- Work closely with owners, CFO, Senior Financial Analyst and Asset Managers on existing portfolio and acquisitions.
- Analyze and assess leasing proposals to assist Asset Managers in efficiently evaluating deals.
- Participate in site visits of prospective acquisitions and assist with review of existing leases, revenue and operating expenses, as well as other due diligence materials.

GENERAL REQUIREMENTS:

- 2-4 years of real estate financial analysis experience in fields such as investment banking, private equity, or commercial lending / brokerage;
- BS in Finance and/or Accounting preferred;
- Advanced quantitative and financial modeling skills;
- Proficiency in Microsoft Office, especially Excel and PowerPoint;
- Knowledge of ARGUS and/or Yardj preferred;
- Ability to multi-task and prioritize various projects and responsibilities;
- Ability to work with multiple deadlines;
- Detail oriented and accurate;
- Excellent analytical, problem solving, and organization skills;
- Ability to work well independently;
- Excellent interpersonal skills, verbal, and written communication skills; and
- Highly motivated and energetic with strong sense of urgency.