

Job Description

GID Investment Advisers LLC
125 High Street
High Street Tower, 27th Floor
Boston, MA 02110

Job Title: Finance Associate
Department: Treasury/Finance
Reports To: Vice President and Treasurer
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: October 2010

SUMMARY:

The Finance Associate will be involved in all financing functions of the Treasury/Finance Department of a vertically integrated privately-held real estate company, which currently owns in excess of 24,000 units in over 90 multifamily properties in 16 states and approximately 5 million square feet of commercial properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary responsibility is to work on real estate financing-related activities for the company, with a focus on multifamily properties.

Primary duties and responsibilities include, but are not limited to, the following:

- Compile, analyze and evaluate property-level operating information, financial data and market information in connection with financing transactions. Such information will include property rent rolls, operating statements, financial statements, appraisals, market studies, engineering reports, environmental studies, leases, etc.
- Prepare comprehensive financing packages for financial institutions including detailed underwriting analysis.
- Coordinate lender due diligence, including appraisals, property condition inspections, environmental audits, underwriter inspections, etc.
- Respond to detailed questions and concerns from lenders in connection with a variety of financing transactions.
- Develop, prepare, and present recommendations regarding proposed transactions. Produce high quality memoranda clearly outlining proposed transactions, including strengths, risks and mitigants.

- Work closely with in-house legal staff to review and negotiate loan documents.
- Responsible for addressing a wide array of loan servicing issues, including, but not limited to:
 - Ensure accurate and timely updates of a variety of detailed reports.
 - Respond in a timely manner to all requests for information from lenders, loan servicers and third party due diligence firms.
 - Work with other departments within the company (including Accounting, Legal, Portfolio/Asset Management, Acquisitions; Operations) to address any issues related to financing.
 - Follow-up on post-closing requirements.
- Assist in annual budgeting and multiyear forecasting.
- Participate in various research and analytical projects.

REPORTING RELATIONSHIP:

This position will report directly to the Treasurer, but will also have a close working relationship with the Assistant Treasurer and the Finance Associate. There will also be significant interaction with the Chief Financial Officer, as well as others within various departments.

QUALIFICATIONS:

- Bachelor of Science or Arts. A concentration in finance or economics is helpful.
- 3-7 years of real estate finance experience, including the analysis, underwriting, processing and closing of multifamily loans.
- Ability to juggle multiple projects and tasks, and work efficiently in a fast-paced environment.
- Strong analytical, reasoning and negotiation abilities.
- Proven problem-solving skills.
- Ability to work independently.
- Willingness to take ownership and accept responsibility of projects.
- Exceptional interpersonal skills. Ability to work well with a diverse group of individuals within and outside the company.
- Excellent communications skills, both written and verbal. Ability to articulate recommendations in a clear, concise and informed manner.
- Computer proficiency, including Excel, is mandatory. Experience with ARGUS is also helpful.

COMPENSATION:

Depends on qualifications and experience.

CONTACT:

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