

FINANCIAL ANALYST

JOB DESCRIPTION:

- Join a rapidly growing, leading New England-based commercial real estate developer, reporting directly to the Chief Financial Officer and working closely with Asset Managers and Senior Financial Analyst;
- Maintain and update valuations and investor returns for portfolio of properties;
- Maintain various company databases; and
- Support acquisition and disposition financial analyses and due diligence processes.

RESPONSIBILITIES:

- **Maintain Portfolio Financial Analyses:** Maintain and update financial projections for commercial real estate portfolio. 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:** Support preparation of interim and year end investor and lender reporting packages for CFO.
- Work closely with owners, CFO, Senior Financial Analyst and Asset Managers on existing portfolio and acquisitions.
- Participate in site visits of prospective acquisitions.

GENERAL REQUIREMENTS:

- 2-3 years of real estate finance/investment banking experience;
- BS in Finance and/or Accounting preferred;
- High proficiency with ARGUS;
- Advanced financial modeling skills;
- Advanced knowledge of Microsoft Office, especially Excel, Word, Access and PowerPoint;
- 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;
- Ability to communicate effectively both verbal and written;
- Highly motivated and energetic with strong sense of urgency; and
- Knowledge of Yardi a plus.

To apply, please send a cover letter and resume to jobs@winent.com.