

Real Estate Analyst's Job Description

Position: Real Estate Analyst

Location: Boston

Company: High Street Equity Advisors, LLC

Contact: bmurray@hsequity.com

Compensation to be determined

A- PLANNING AND PERFORMANCE MONITORING

1. Assist in the Development of Annual Fund Business Plans. Roll up the annual asset level business plans into the joint venture plans and then the portfolio plan. Producing a "Consolidated Fund" and the "JV business plans" which each include the 10 separate budget reports, currently in the Fund annual business plan.
2. Prepare and update Kardian budgets and reforecast files-prepare a quarterly budget to actual KARDIAN portfolio level report to compliment the reforecast for each fund.
3. Maintain asset management performance statistics at the portfolio level and report monthly on:
 1. Net effective rents achieved versus budget
 2. Capital costs incurred versus budget
 3. Leasing performance : Completed / Under negotiation / In discussion
 4. Portfolio level % variance in Income, expense and capital costs to budget
 5. Credit losses versus budget
 6. Delinquencies and collections (including previously written off items)
 7. Tenant retention levels
 8. Leasing Market Share (occupancy levels versus HSEA portfolios).
4. Monitor and manage lender escrow accounts, sweep accounts including all capital reimbursement projects and TI /LC escrows. Report monthly on the balances and the lender requirements. Insure the Asset managers have correct information for forecasts. Review with counsel for compliance with sweep provisions.
5. Monitor the cash balances at the property level insuring that all free cash beyond approved reserves is distributed on a monthly basis- provide monthly summary of changes to the reserves and escrows (see previous point).
6. Assist in the preparation of cash flow reforecast from March through October
7. Monitor receivables and spearhead collection efforts with 3rd party managers / lawyers

B - REPORTING and ANALYSIS

8. Prepare and update Argus Asset management valuations and hold period cash flows on a property, portfolio and fund level- providing portfolio level sensitivity analysis for asset management, loan renegotiation, valuations and portfolio strategy
9. Assist in the preparation of monthly asset management reports for distribution to investment partners
10. Prepare and keep updated market Analysis on a Quarterly basis and for the annual business plans.
11. Administer leasing activity, including analyzing the projected returns by lease and monitoring leasing staff's adherence to, and execution of, leasing policies and plans. Is this the same as preparing the NPV analysis of the proposed lease terms versus the budget using the new Argus tool?

C- ADMINISTRATION

12. Monitoring external property managers and other service providers, including contract compliance, reporting requirements, lease documentation, insurance certificates and other compliance issues, tax appeals.
13. Prepare or cause to be prepared current abstracts for leases and loan obligations
14. Organize and maintain building and investment files, including due diligence materials, loan documentation, closing documentation and complete lease files.
15. Assisting other members of the Real Estate Investments Group and Fund Administration Group as requested, particularly on matters relating to the valuation of physical real estate assets and internal and external reporting related to such assets.
16. Potential other work on Group and other departmental projects.

Job Requirements:

1. Bachelor's degree business, accounting or finance, MBA or other graduate education helpful.
2. Minimum of four years of experience in real estate asset management.
3. Strong analytic and communication skills.
4. Basic knowledge of building construction systems and management operations.
5. Organized and have very strong attention to detail.
6. Experience in industrial distribution and office property types helpful.
7. Strong working knowledge of Argus Evaluation and Argus Asset Manager software and Kardin Budget software helpful