

PROJECT FINANCIAL ANALYST

Description: The Financial Analyst will assist in the underwriting and due diligence of investment opportunities, refinancing alternatives, and potential dispositions. Also, the Financial Analyst will undertake special projects assigned by the Vice President of Finance or the Senior Vice President of Asset Management.

Responsibilities:

- Perform appropriate due diligence for current and potential developments, acquisitions, dispositions, and financings
- Create, modify, and update financial projections and discounted cash flow models for use in the Disposition Memorandums
- Prepare the initial draft of the Disposition Memorandums.
- Complete special projects related to investment analysis and market research.
- Liaise with other departments on general accounting questions or provide specific training related to the FA's responsibilities or areas of expertise
- Provide other assistance to the Finance Department as needed
- Maintain department's document management systems, electronic and physical
- Create Policies & Procedures to document processes as needed

Qualifications and/or Experience:

The ideal candidate will have the following credentials/experience:

- BA/BS in Finance or Business
- 3-5 years experience or more
- Superior MS Excel skills
- Strong verbal/written communication skills
- Experience reading financial reports (income statements, rent rolls, balance sheets, etc.)
- Background in underwriting multi-family housing
- Knowledge of the LIHTC Program is a plus

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