

The Davis Companies Associate, Finance

TITLE: Associate, Finance
COMPANY: The Davis Companies
LOCATION: Boston, MA

POSITION

SUMMARY: The Associate, Finance is primarily responsible for management of the Company's loan portfolio, totaling in excess of \$2.5 billion, secured by commercial real estate assets. Responsibilities include managing the timely reporting of compliance with various loan covenants, managing guaranty exposure and loan concentrations to lenders across the portfolio, and assisting the SVP, Finance with loan originations, refinancing and modifications. Additionally, the Associate will lead ad hoc projects and assist with tenant credit financial analysis. Types of financings include acquisition, construction and permanent loans, but could also include subscription debt, TIF financing and tax credit equity financings.

RESPONSIBILITIES:

- Manage the loan covenant tracking system to ensure the timely submission of asset and fund level reports.
- Execute loan on-boarding, including but not limited loan abstracting of reporting due dates, covenant test dates and compliance forms.
- Act as the primary point of contact for and responding to all lender loan compliance requests, including ad-hoc requests for information and property tours.
- Assist SVP, Finance with debt diversification and risk management related to interest rate and recourse exposure.
- Manage internal loan portfolio reporting and analytics to senior management team and key stakeholders.
- Assist with the execution of property-specific financings for real estate properties from preparation of initial financing package to sourcing to final closing.
- Oversee and manage post-closing loan amendments, extensions, etc., working in conjunction with the asset management, legal and accounting teams.
- Research market trends, financing structures, pricing, and syndication strategies.
- Assist with tenant credit financial analysis for existing properties and other ad-hoc financial analysis as needed.

QUALIFICATIONS:

- >3 years of progressive finance experience in the commercial real estate, banking or finance industries.
- Commercial real estate experience, preferably with properties over \$25mm in value in the categories of office, residential, industrial and value add/distressed assets.
- Ability to understand complex deal structures and to close high volume of financing transactions.
- Demonstrated strong organizational skills, including commitment to follow-up on open issues, meet deadlines and pay attention to details.
- Excellent interpersonal and relationship management skills.
- Flexibility to deal with multiple projects simultaneously while working independently.
- Knowledge of and interest in U.S. capital markets.
- Honesty, integrity and maturity are paramount, as are excellent written and oral communication skills in order to be effective in a changing, growing, entrepreneurial organization.

COMPENSATION AND BENEFITS:

Compensation will include a competitive base salary and bonus, and an attractive benefits package.

Please direct cover letters and resumes to Joshua Israel at jisrael@thedaviscompanies.com

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.