

Corporate Financial Analyst

Primary Purpose of Position:

Analyze, evaluate, and revise corporate budgets and earnings projections (GAAP and tax). Monitor the company's liquidity position and debt covenants. Analyze leases and evaluate tenant credit-worthiness. Perform REIT peer analysis.

BOSTON, MA

NEW YORK, NY

SAN FRANCISCO, CA

WASHINGTON, DC

LOS ANGELES, CA

SEATTLE, WA

Essential Functions:

- Perform analysis required to reforecast and reconcile company revenue and operating expense budgets on a quarterly basis.
- Maintain and update the corporate earnings model.
- Prepare Funds from Operations (FFO) projections.
- Collaborate with the tax department to analyze the Company's taxable income projections and quarterly dividend distribution.
- Perform lease analyses and identify comparative impacts to FFO.
- Determine the credit-worthiness of current and prospective tenants and communicate findings verbally and in writing.
- Prepare quarterly reports used in review of earnings projections.
- Assist with quarterly financial reports to the Board of Directors.
- Collaborate with Investor Relations to maintain and update quarterly investor presentation materials.
- Assist with upgrades of the company's corporate earnings model.
- Monitor peer REIT performance and perform comparative analysis.
- Assist with analysis of corporate transactions (acquisitions, dispositions and mergers) on corporate earnings and credit ratios.

Non-Essential Functions:

- Prepare other financial analyses as requested.
- Perform other duties and special projects as assigned.

Requirements and Qualifications:

- BS/BA required with a concentration in Accounting, Finance, Business Administration or related field preferred.
- Minimum of 2 to 4 years experience in accounting and financial analysis with working knowledge of the commercial real estate industry preferred.
- Excellent analytical and interpersonal skills.
- Excellent written and oral communication skills.
- Proficiency with Excel, PowerPoint, Microsoft Word and Argus Enterprise.
- Results-oriented approach to problem solving with the ability to produce quality work in a consistent manner.

- Self-motivated with the ability to work independently and as a productive member of a team.
- Ability to organize and coordinate work efficiently, to set priorities, and to meet deadlines in a demanding work environment.
- Ability to prioritize and handle multiple tasks simultaneously.

Physical Requirements:

- Involves work of a general office nature usually performed sitting such as operation of a computer.
- Involves work of a general office nature usually performed standing such as operation of a fax and printer.
- Involves movement between departments to facilitate work.

Internal and External Contacts:

- Regularly interfaces both verbally and in writing, with other members of the finance team, and with the accounting, leasing, construction, and development teams.
- Interfaces with external consultants, attorneys, accountants, lenders, joint venture partners, sellers, brokers, buyers and the financial community.

Reporting Structure:

- The position reports directly to the Director, Finance & Capital Markets who provides daily guidance and evaluates work performance on a periodic basis.

Contact:

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Location:

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