



## Financial Analyst

### Primary Purpose of Position:

Analyze and evaluate potential property acquisitions, dispositions, developments, financings, leases and the credit worthiness of tenants under consideration for lease transactions.

### Essential Functions:

- Identify and analyze financial issues and provide recommendations for improvements and solutions. Clearly communicate findings (verbally and in writing) for decision support.
- Value commercial real estate using discounted cash flow analysis and other methods to assist management in making investment decisions.
- Construct financial models to analyze investment issues, opportunities, and strategies using Argus Enterprise and proprietary Excel spreadsheet models.
- Perform comparative lease analyses.
- Assess the credit worthiness of current and prospective tenants.
- Collaborate with and support other members of the Finance & Capital Markets team on acquisitions, dispositions, financings and investor reporting for joint ventures:
  - Prepare and analyze property pro-forma cash flows
  - Produce and evaluate property offering memoranda
  - Prepare requests-for-proposals for the solicitation of permanent and construction financing
  - Review various legal documents including purchase and sale agreements, loan agreements, joint venture agreements, leases, etc.
  - Actively participate in due diligence processes
  - Serve as a contact and a resource for lenders, joint venture partners, sellers, brokers, buyers and BXP management regarding financial inquiries
  - Analyze and evaluate the actual performance of assets relative to budgeted performance.
- Prepare other financial analyses and directed research as requested.
- Perform other duties and special projects as assigned.

Boston

Los Angeles

New York

San Francisco

Seattle

Washington, DC

### Requirements and Qualifications:

- BS/BA degree required; Accounting or Finance degree is preferred.
- 0 to 3 years of related work experience in financial analysis with a working knowledge of the commercial real estate industry
- Work experience in investment management, investment sales/capital markets, or at a Real Estate Investment Trust (or similar entity) preferred.
- Knowledge of Microsoft Office Applications is required, and knowledge of Argus Enterprise is preferred.
- Excellent analytical and interpersonal skills.
- 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 and meet deadlines in a demanding work environment.
- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to interact with co-workers, brokers, tenants and/or vendors in an articulate, courteous and business-like manner.
- Willingness to learn, demonstrate, and apply better methods of analyzing real estate transactions.

**Physical Requirements:**

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

**Internal and External Contacts:**

- This position interacts regularly with various BXP employees in different levels of the Company.

**Reporting Structure:**

- This position reports to the VP, Finance who provides supervision, guidance and evaluation of work performance on a periodic basis.