

POSITION TITLE

Senior Financial Analyst - Headquarters

DIRECT REPORT

Vice President – Controller / Executive VP & CFO

SCOPE OF RESPONSIBILITIES

This position provides financial analysis and analytical leadership of large-scale commercial development projects comprising preparation of project budgets, project valuation, pro forma and assumptions, sensitivities, deal structure, and operating and lease analysis. The position entails financial and tax accounting and audit support for projects under development.

GENERAL RESPONSIBILITIES

- Prepare monthly draw and cost reports, financial statements, and budget analysis for assigned development projects.
- Maintain the general ledgers of assigned development projects.

OTHER RESPONSIBILITIES

- Prepare reports and analyses in cash flow projections and operating budgets.
- Prepare annual review/audit work papers and tax work papers.
- Maintain and establish financial metric databases.
- Analyze financial information on development projects to determine present and future financial performance.
- Work with all levels of management to gather, analyze, and summarize financial information to assist in their decision making.

KNOWLEDGE AND SKILLS

- Intense knowledge and mastery of Excel and Argus.
- Ability to comprehend partnership and other legal documents including development, management, partnership, financing and leases.
- Excellent verbal and written communication skills to organize, present, and communicate analyses.
- Fundamental high level of intelligence to meet analytical and organizational demands.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is also required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

EDUCATION AND EXPERIENCE

Minimum five years of experience in real estate financial analysis. Bachelor of Arts degree in Business Administration or a related field. Advance degrees and other technical skills are encouraged.