

POSITION TITLE

(Senior) Financial Analyst - Headquarters

DIRECT REPORT

CFO, Controller

SCOPE OF RESPONSIBILITIES

This position provides financial analysis and analytical leadership for development projects, primarily for commercial office buildings, but may also include residential, retail, tenant leases, ground leases, and site and project feasibility. This involves the preparation of development budgets, proformas, and the analysis of various sensitivities, deal/financing structures, lease scenarios, and project valuations. The position may entail financial and tax accounting and audit support for projects under development.

GENERAL RESPONSIBILITIES

- Work with all levels of management as the key person in preparing development budgets and proformas, gathering and documenting detailed support for each estimate and assumption made.
- Construct and maintain development models; work under the direction of senior leadership to perform scenario and ad hoc analyses at all stages of development (initial planning, predevelopment, financing, construction, lease-up, and operations).
- Prepare monthly draw and cost reports and budget analysis for assigned development projects.
- Gather, analyze, and summarize financial information to assist management in their decision making for various ad hoc projects.

OTHER RESPONSIBILITIES

- Prepare reports, analyses, cash flow projections, and budgets for operating properties.
- Analyze financial information and perform valuations of development projects and operating properties to determine present and future financial performance.

KNOWLEDGE AND SKILLS

- Understanding of and experience with commercial real estate industry strongly preferred.
- Intense knowledge and mastery of Microsoft Excel required. Experience with Argus preferred.
- Ability to comprehend partnership and other legal documents including development, management, partnership, financing and leases.
- Understanding of waterfall/promote ownership structures a plus.
- Excellent verbal and written communication skills to organize, present, and communicate analyses.
- An organized, structured, and analytical approach to completing tasks and a fundamental high level of intelligence to meet organizational demands.
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- A strong attention to detail is critical to success in this position.

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.

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.