



Contact: Sarah Weatherbee at sarah@kelleraugusta.com or 617.247.0505

POSITION AVAILABLE:

FINANCIAL ANALYST

PURPOSE:

Reporting to Asset Management, this position works closely with senior management to identify performance goals for our current portfolio as well as prospective deals and joint venture projects. The Asset Manager is also responsible for establishing systems to monitor portfolio performance v. established goals, track leasing issues, development budgets and report on same to the Partners on a regular basis.

RESPONSIBILITIES:

1. Investment Analysis
 - a) Prepare a “quick pass” of pro-forma and summary of investment strategy to review with partners
 - b) Obtain quarterly and year-end broker reports on portfolio office/industrial markets and establish files to track vacancies, rents, supply, sales and leasing comparables
 - c) Attend weekly staff meetings and review “quick pass” analyses and recommendations, report on pending deals, asset management issues and significant market issues.
 - d) Prepare all investment analysis
 - e) Prepare analysis of leasing proposals
 - f) Prepare sensitivity analyses of impact that timing and terms of various leases have on residual value
 - g) Analysis property budgets and comparison to pro-formas

2. Operations and Reporting
 - a) Prepare monthly and quarterly property reports
 - b) Assist with year end reporting for Firm’s entities

SKILLS REQUIRED:

- Excellent verbal and written communication skills essential.
- 2-4 experience required in the commercial real estate industry
- Proficiency in Excel and MS Word and Outlook and Argus.
- Ability to interface with other team members toward completion of projects
- Ability to read and interpret documents such as financial reports and construction drawings is a plus
- Valid driver’s license and reliable transportation required

Our client offers a competitive salary and excellent benefits including BCBS medical, dental, company paid Life, AD&D and LTD policies, 401(k) with match, Profit Sharing, and paid vacation, sick and holiday time.