

## Junior Financial Analyst – Job Posting

**POSITION TITLE:** Junior Financial Analyst

**FLSA STATUS:** Non-Exempt

**Preferred Hiring Range:** \$25.89 - \$30.45

**Full Range:** \$25.89 - \$35.02

Pay is determined based on experience, skills, and internal equity.

**Benefits include:** Medical, dental, and vision coverage; 401(k) with Match; Medical and Dependent Care FSA; Long Term Disability; Paid Vacation Time

### POSITION SUMMARY

Under general direction and supervision of the Director of Real Estate Portfolio and Capital Markets, the Junior Financial Analyst is responsible for actively analyzing and monitoring a portfolio of operating real estate properties. Using analytical tools, the Junior Financial Analyst will prepare corporate and property financials along with related reports for internal review.

### ESSENTIAL FUNCTIONS

- Creates complex financial models, forecasts, and budgets.
- Helps prepare monthly variance analysis for cash forecasts and KPIs.
- Conducts analysis of property financial reports and occupancy reports under the supervision of the Financial Analyst for purposes of maximizing portfolio performance and identifying operating improvements.
- Assists with preparing deliverables for the property audits.
- Reviews annual audits and compares them to the pro forma.
- Monitors and creates reports to track the performance of solar equipment.
- Assists with expanding Yardi functionality and performing quality control.
- Assists with special projects within areas of responsibility.

### SKILLS & ABILITIES

#### Skill Level:

- Advanced competency in Microsoft Word and Excel, including pivot tables and x-lookups, and proficiency in database software.
- Strong mathematical, writing, and communication skills, as well as attention to detail.
- Excellent interpersonal skills for establishing and maintaining effective working relationships with internal departments, investors, property management companies, and other business stakeholders.

**Ability to:**

- Interpret, understand, and analyze complex financial information with an orientation to detail.
- Prepare complex financial statements.
- Efficiently organize complex and variable data as well as prepare presentations.
- Communicate effectively, both orally and in writing.
- Maintain flexibility in operating and focusing on multiple projects in a manner that is sensitive to deadlines and changing priorities.
- Work with minimal supervision and actively portray a positive attitude, professionalism, and integrity in a fast-paced team environment.

**EDUCATION & EXPERIENCE REQUIREMENTS**

A combination of education and related experience may substitute for education requirements.

- BS in Finance, Accounting, Business, or related field.
- Related experience in real estate preferred.

**PHYSICAL DEMANDS/WORKING CONDITIONS**

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.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Occasional fieldwork is required.
- Lift up to 10 pounds.

**The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.**