

CityMark Development Position Description

JOB TITLE: FINANCIAL ANALYST / ACQUISITIONS

REPORTS TO: President and Vice President

SUPERVISION RESPONSIBILITY: None

FLSA STATUS: Exempt

GENERAL SUMMARY: Responsible for preparing and analyzing financial proforma modeling for development projects and acquisitions. Assists in due diligence efforts for new acquisitions, land entitlement and development. This role is vital to the continued growth of CityMark.

NATURE OF WORK:

- Management position
- Interfaces extensively with equity partners and lenders
- Interaction/coordination with consultants, agency representatives

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform initial feasibility analysis of potential acquisitions.
- Generate detailed proforma budgets and cost breakdowns for ongoing projects, possible acquisitions, and service companies.
- Create and update presentations for use in communication to principals, financial partners, and lenders.
- Perform real estate sales and pricing analysis.
- Create project schedules using MS Project based on input received from government agencies, consultants, and other related parties. Update and analyze project schedules as events change and notify all affected parties. Notification to include an analysis of financial and other impacts of modifications.
- Lead the due diligence of new properties.
- Support in Project Management
- Assist in retail asset management and leasing.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to prepare financial modeling and concisely summarize analytical findings for relevant stakeholders.
- Strong oral and written communication skills to deliver technical information in an easily understood manner.
- Advanced MS Excel and PowerPoint, and MS Project skills.
- Positive and proactive team player who can be collaborative with a diverse cross-functional team.

- Strong prioritization and decision-making skills, while maintaining excellent attention to detail.
- Ability to work on multiple tasks with minimal supervision; prioritize and organize workload.
- Self-starter, highly motivated, and easily develops rapport with people.
- Ability to represent the Company in public forums and presentations.
- Must demonstrate effective negotiation skills.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business, Economics, Statistics, Math, Computer Science, or related quantitative field.
- 1+ year of experience in business / financial analysis or research.
- Advanced degree (preferred).
- Real Estate Development industry knowledge (preferred).

WORKING CONDITIONS:

- Private office space
- Frequent interaction with employees, finance entities, governmental agencies and consultants.
- Requires extensive workdays when scheduling dictates.
- Requires walking on construction sites, with uneven/unfinished surfaces, temporary stairways, and construction debris.