

SUPERA ASSET MANAGEMENT

Job Description:

Financial Analyst

Company Purpose:

Supera Asset Management is a lean, third generation firm specializing in the purchase, renovation and development of multi-family real estate in the city of Chicago. We are also invested in various real estate sectors throughout the country as a limited partner, and actively seek new opportunities.

Job Purpose:

The successful candidate will thrive in our collaborative office by providing analytical support for the repositioning and on-going portfolio management of the company's multi-family portfolio, as well as accounting and finance support pertaining to the company's LP and non-real estate investments.

Responsibilities:

Accounting

- Prepare timely and accurate reporting for delivery to lenders, partners, and owners.
- Review account reconciliations, identify significant changes in account balances, and resolve any outstanding items.
- Maintain policies, procedures and operational best practices.

Finance

- Prepare investment summaries, financial models and underwriting required to negotiate and close new investments.
- Develop concise analyses for portfolio valuation, debt financing, performance analysis, and asset allocation planning.
- Interface with accountants, attorneys, equity partners, lenders, etc.
- Maintain and improve existing database of investment information.

Real Estate

- Obtain information required to evaluate critical financial issues and/or operating inefficiencies; recommend areas for value-add opportunities.
- Collaborate with asset management, constructions, finance, accounting, marketing and IT functions, as necessary.
- Analyze marketing, operating, capital, financing, and tax information as well as advise on best course of action based on available information.

Reports to:

Chief Financial Officer

Qualifications:

- 3-5 years of experience. Strong analytical and quantitative skills. Solid understanding of financial valuation concepts including IRR, NPV, investment waterfall structures, etc.
- Working understanding of basic accounting, finance and real estate principles.
- Bachelor's degree in accounting, finance, real estate, economics, and/or equivalent.
- Advanced Excel skills required. Experience with MS Access, QuickBooks, or Argus a plus.
- Willingness to share ideas with small, collaborative team.

Interested candidates should submit a cover letter and resume to:

Cindy Firing at cfiring@supera.com.