

Asset Management Analyst

Job Title: Asset Management Analyst

Supports: Asset Management; Investment Management

Budgeting:

- Assist in building operating and capital budget pro-formas based on underwriting models and due diligence results for new acquisitions
- Review and incorporate information into property budgets as applicable from acquisition records such as property appraisals, environmental site assessments, closing documents, and tax assessments
- Assist with the transition of newly acquired properties into portfolio financial management
- Build operating and capital budget pro-formas for all owned properties with detailed analysis of year-over-year performance and analysis to original underwriting, incorporating comparisons to industry performance benchmarks
- Audit financial records, agreements and contracts and incorporate results into operating and capital budget pro-formas
- Development of financial models, financial statements analysis, valuation analysis and market or industry specific research analysis

Revenue Management:

- Maintain the tracking and reporting of asset leasing velocity and provide all applicable sales benchmarking as directed by asset manager
- Provide analytical support in determining the feasibility of potential promotions and rate changes including impact on rate growth, NOI performance, ROI of specific initiatives, budget reforecasts, etc.
- Consistently monitor all leasing incentives concession budgets to ensure budget compliance

Financial Performance Analysis:

- Provide cash management analysis for Scion portfolio properties and Scion corporate
- Review and adjust annual operating budgets
- Review monthly financial performance reports with site staff and assist in the completion of monthly cash flow reports for all managed properties
- Report anomalies and variances to asset manager as appropriate
- Aggregate portfolio-wide data and provide analysis of portfolio leasing and financial performance against available income and expense survey data and public-REIT data
- Provide analytical support and guidance in determining the feasibility, financial impact and ROI of specific capital projects and budget variance requests

Requirements

- Bachelor's degree in real estate, finance, economics or other business discipline
- One to two years of commercial real estate experience required; candidates with three or more years of experience need not apply
- Thrive in an entrepreneurial work environment and be self-motivated
- Knowledge of and experience with commercial real estate fundamentals and investment principles
- Strong analytical and problem solving skills with an ability to convey complex datasets and information to internal management and external partners

- Advanced financial modeling skills including extremely strong Microsoft Excel, Word, and PowerPoint skills (proficiency with VBA preferred)
- Excellent written and oral communications

Please send resumes to careers@thesciongroup.com

Salary based on experience. Health, life and LTD insurance. PTO and 401(K).