

Portfolio Analyst

Company Summary

PVone Capital is not another group of fund managers looking to write a check and collect fees. We are a group of entrepreneurs that build, operate, and invest in the companies our funds invest in by utilizing technology and the human element to boost efficiency, minimize risk, and maximize returns. The Portfolio Analyst is a newly created position within PVone Capital that is expected to perform analysis of municipal debt for potential real estate assets, track construction progress and asset performance while exploring opportunities to improve the operations of the different companies.

The analyst will report to the Portfolio Manager and will be focused on assisting in the growth of the real estate companies with PVone Capital. The ideal candidate is analytical, curious, reliable and personable along with having proficient modeling skills within Microsoft Excel. In addition, the candidate also has the ability to communicate information to multiple parties and has a passion to solve complex problems as they arise.

Location: Remote

Role Description

Market and Property Acquisition Analysis

- Work with Portfolio Manager to analyze potential acquisitions and their fit within the portfolio
- Conduct due diligence and collect data at the property, demographic, and market level for potential acquisitions
- Work with brokers, real estate professionals and analysis tools to determine value and cash flow potential
- Work with Portfolio Manager to negotiate and acquire properties
- Assist with building models and processes to efficiently evaluate opportunities

Construction Project Analysis

- Assist the Portfolio Manager with budgeting total construction spend per property
- Track the overall construction spend per property and compare to original budget
- Work with construction management and monitor construction progress and budgets

Asset and Property Analysis

- Work with local property managers to ensure proper procedures, cash flow, delinquencies, and reduce vacancies
- Update property level cash flow projections on a quarterly, annual, and ad hoc basis.
- Assist with annual property level budgets and capital projects
- Update due diligence data at the property, demographic, and market level for properties under management

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Real Estate Portfolio Analysis

- Assist with weekly, monthly, quarterly, and annual analysis reports
- Provide data to accountants for correct bookkeeping

Job Requirements

- 0 – 2 Years of experience in Financial and Real Estate Analysis
- Microsoft Excel

Benefits

- Paid Time Off, Health, Dental, Vision, 401K