

# MILLER CAPITAL ADVISORY, INC.

**Position:** Staff Analyst, Acquisitions Analysis and Strategic Planning

**Reports to:** Director, Acquisitions Analysis and Strategic Planning

**Company:** Miller Capital Advisory, Inc. (“MCA”) is an investment advisor servicing the pension fund real estate community. The firm specializes in shopping center investments and provides associated asset management and acquisition services. MCA’s \$9.1 billion (3/31/22) asset base reflects investments in some of the most productive regional and lifestyle centers located in major markets throughout the U.S. MCA’s client base includes several of the largest pension funds in the United States.

**Job Duties:**

- Prepare pro forma cash flow projections in Argus Enterprise and Excel for the analysis of potential acquisitions and redevelopments.
- Prepare pro forma cash flow projections in Argus Enterprise and Excel for quarterly appraisal valuations.
- Perform due diligence (abstract leases, review property contracts, analyze financial statements, etc.) related to acquisitions and redevelopments.
- Conduct comparative analyses (leasing, rent, expenses, and capital expenditures) of property budgets.
- Perform ad hoc analyses to support operating decisions and investment client requests.
- Analyze demographic and market data and tenant merchandise mixes at competing centers.
- Assist in preparation of annual strategic plan presented to investment partners.

**Qualifications:**

- Baccalaureate in Real Estate, Finance, Economics, or Accounting
- 0 to 2 Years of Experience
- Demonstrated knowledge of Excel and Microsoft Office Suite
- Excellent quantitative analysis skills
- Highly organized and excels at managing details
- Demonstrated record of academic achievement
- Strong work ethic and a team player
- Argus Enterprise / DCF software experience is a plus
- Yardi software experience is a plus

MCA offers a highly competitive salary plus bonus and benefits package.