

Analyst

Summary

The Analyst evaluates real estate asset performance for potential acquisitions and existing investments to make recommendations on how to best maximize property value. Under the guidance of the Vice President of Finance, the Analyst presents complex financial information to the Executive Team and external parties, including lenders and investors. This is a highly analytical position that works across all lines of business within the company. Strong communication skills both face-to-face and in writing are essential, as this individual interacts with other departments on a regular basis.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Assist in due diligence and underwriting to acquire new real estate assets, including physical and financial analysis of the asset and its related documentation
- Develop and maintain financial models for existing real estate assets in order to analyze past results, forecast future performance, and recommend actions for optimization
- Prepare monthly, quarterly, and year-end summary reports for executive leadership, lenders, and investors
- Identify and drive process improvements, including the creation of standard and ad hoc reports, tools, and Excel dashboards
- Perform market research, data mining, business intelligence, and valuation comps to keep informed of the dynamics of each market area to develop a strong understanding of the projects and their respective markets
- Interpret agreements that impact properties, such as operating agreements and loan agreements
- Effectively interact with in-house departments to ensure a consistent understanding of the performance of and any potential issues with the assets
- Build relationships with partners and others in the industry by getting involved with industry organizations
- Work on special projects and perform other duties as assigned

Performance Objectives (objectives include but are not limited to the following)

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Communication response time and professionalism
- Ownership and accountability
- Face-forward interaction and engagement with other departments
- Willingness to take on projects and learn a variety of concepts, practices, and procedures

Preferred Knowledge, Skills, Education, and Experience

- 2-3 years of relevant experience in finance, acquisitions, or asset management, or equivalent experience
- Ability to work in a team environment and interact with internal and external executive-level leadership
- Excellent written and verbal communication skills
- Ability to meet deadlines in a fast-paced, quickly changing, and at times stressful environment
- Confidentiality and professionalism when working with sensitive information
- Project management skills, including planning and coordinating tasks
- Strong analytical, organizational, problem-solving, and multitasking skills
- Exceptional Excel skills and demonstrated proficiency with Microsoft Office products
- Bachelor's degree

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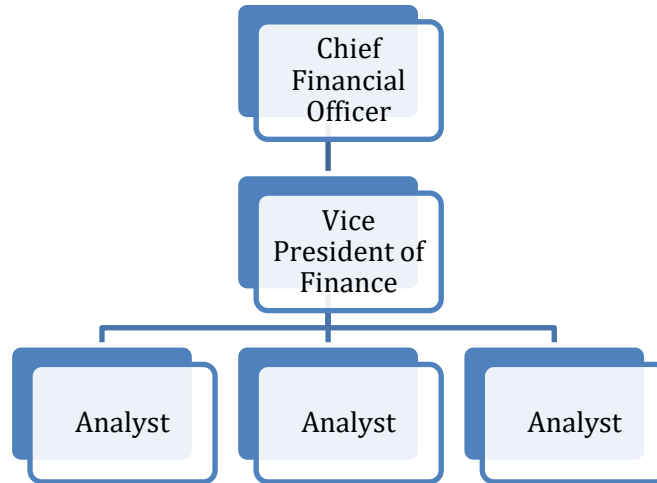
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Work Environment

The Analyst works at the corporate office and interfaces with investors and external and internal customers on a regular basis. The typical hours for this position are 8:00 am to 5:00 pm, Monday through Friday. This individual must be available to work extra hours when important projects present themselves.

Reporting Structure

The Analyst reports to the Vice President of Finance.

**Physical Requirements**

The physical condition of the Analyst must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds. The Analyst must be able to drive occasionally during the course of work.

If you are interested in applying for this position, please email your resume to hr@crawfordhoying.com.