

## Finance Intern

Summer 2021

\$15 per hour

### Summary

The finance intern will perform various financial analyses to support Crawford Hoying's investment goals. This candidate must have a proven track record of high achievement and be a self-starter and team player who enjoys contributing to an organization with strong analytical skills. This is a summer internship. Start and end dates will depend on the intern's academic schedule.

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

- Maintain financial models for existing properties in various asset classes
- Assist in the preparation and presentation of investor reporting materials to be shared with the executive team, lenders, and investors
- Work in conjunction with the accounting team to review monthly financial statements compared to investment expectations and public/private financing requirements
- Perform ad hoc financial analyses as needed to inform decisions across the organization
- Create financial model for speculative projects and provide feedback on feasibility; work in coordination with the design and development team to determine the highest and best use of potential development opportunities
- Research market comparables with respect to valuation and leasing to better inform underwriting
- Maintain budget forecasting reports to identify potential savings and cost overruns on development projects

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

- Keep informed of industry trends and how such trends may impact Crawford Hoying portfolio
- Build relationships with partners and others in the industry by getting involved with industry organizations (ULI, NAIOP, ICSC, etc.)
- Effectively interact with in-house departments, including but not limited to finance, development, accounting, and legal

### Special Projects

- Prepare a case study, including both a financial model and investment summary, to be presented to the executive team at the end of the internship

### Preferred Knowledge, Skills, and Experience

- Entrepreneurial mindset and self-starter with a high level of intellectual curiosity
- Excellent interpersonal and communication skills
- Ability to multitask in a deadline-sensitive environment
- Strong attention to detail
- Ability to thrive in a fast-paced collaborative environment
- Proficiency in Microsoft Excel
- Familiarity with fundamental accounting and finance concepts especially as they pertain to real estate and private equity; previous coursework in accounting and finance a plus
- Industry experience in real estate, finance, private equity, or accounting considered beneficial but not essential

### Physical Requirements

The finance intern's physical condition 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.

Please submit your resume and a cover letter to Casey Calhoun at [ccalhoun@crawfordhoying.com](mailto:ccalhoun@crawfordhoying.com)

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