**Senior Analyst (Commercial and Industrial)**

**Summary**

The Senior Analyst evaluates commercial and industrial real estate asset performance and produces models to make recommendations on how to drive maximum asset value. Under guidance from the Vice President of Asset Management, the Senior Analyst produces complex financial information for executive leadership and external parties, including lenders and investors. This is a highly analytical and strategic 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)**

* Develop and maintain advanced Excel financial models for existing investments in order to analyze past results, forecast future performance, and recommend actions for optimization to drive the asset’s strategic direction
* Prepare semi-annual and year-end summary reports for executive leadership, lenders, and investors
* Participate in the annual budget creation, review, and approval process
* Identify, build, and drive process improvements, including the creation of standard and ad-hoc reports, tools, and Excel dashboards
* Manage liquidity at investment levels through cash management and collaboration with accounting, treasury, and property managers
* Monitor and track legal obligations, including debt compliance, management requirements, franchise terms, and joint venture agreements
* Maintain oversight of asset capitalization to ensure capital stack structure and leverage complies with company targets and global strategy
* Complete ad-hoc analysis to support strategic decision making, including but not limited to leasing objectives, renovation scope, recapitalization structure, and disposition opportunities
* Coordinate performance of market research, data mining, business intelligence, and valuation comps to inform strategic decisions and maintain a strong understanding of each market
* 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
* Adaptability and flexibility
* 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**

* 3-5 years of relevant experience in finance, asset management, or equivalent experience
* Experience in any of the following areas, preferred but not required: commercial leasing, CAM reconciliations, industrial, public financing, complex investment structures, and interpreting operating agreements and waterfalls
* Ability to work in a team environment and interact with internal and external executive-level leadership
* Strong analytical, organizational, problem-solving, and multitasking skills
* 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
* Exceptional Excel skills and demonstrated proficiency with Microsoft Office products
* Bachelor’s degree

**Work Environment**

The Senior Analyst works at the corporate office and interfaces with investors and external and internal customers on a regular basis. Core office hours 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 Senior Analyst works on the asset management team and reports to the Vice President of Asset Management (Commercial).

**Physical Requirements**

The physical condition of the Senior 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 Senior 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.**