

November 21, 2017

## CONTI is hiring!

The CONTI Organization is a nationally recognized real estate investment and asset management company that specializes in value-added multifamily real estate. Since 2008 we have acquired and sold over 6,400 apartment units with plans to actively grow to 10,000+ units. We are a stable, driven, long-term minded company looking to add a key member to our team.

If you are self-starter, that enjoys project based work, you thrive in fast-paced environment, where a high level of detail and accuracy are a must, please continue reading.

**Apply Now:** <https://www.cindexinc.com/c/EA04D5>

**Role Title:** Asset Management Analyst

**Salary:** \$60,000+

### Role Purpose:

Responsible for financial analyses of the multifamily investment portfolio to support Asset Management goals.

Facilitate portfolio management functions, such as contracts, property taxes, property insurance, utilities, and lender aspects.

### Main Job Duties:

#### 1) Financial Analysis

- Prepare detailed financial models using Microsoft Excel and draw objective conclusions to provide recommendations.
- Review monthly financial statements across portfolio, own data input and preparation of monthly financial summaries.
- Support the creation of budgets and benchmark asset performance to both the budget and pro forma assumptions.
- Utilize modeling to review the portfolio for refinance and supplemental loan opportunities, make recommendations, and facilitate transactions.
- Research and analyze market data including occupancy, rental rates, new supply, and absorption.
- Establish and maintain the cash position for each property, facilitate investor distribution decision making.
- Support the due diligence process through working with the acquisitions model.

## 2) Portfolio Management

- Create and maintain property contract logs, assess for renewals and new opportunities.
- Own the development and management of portfolio reports and property snapshots.
- Support the property tax protest and property insurance renewal processes.
- Ensure that lender requirements are satisfied, including repair deadlines, financial performance, and inspection result resolution.
- Facilitate the transition of closed properties from Acquisitions to Asset Management.

## 3) Infrastructure Development and Support

- Develop and update portfolio and property level templates for internal communication.
- Support lender draws in tandem with renovation efforts.
- Facilitate investor update templates following financial review meetings.
- Develop portfolio level benchmarking to identify areas of opportunity in income maximization and expense streamlining.
- Serve as point of contact for incoming Asset Management correspondence, distribute as appropriate, and save down to company database.

### **Skills/Qualifications:**

- 1-3 years of experience in a financial analysis environment in the real estate industry (multifamily preferred).
- Proficient in Excel, Word, and PowerPoint, with database experience a plus.
- Strong knowledge of financial and operating statements and general accounting principles with respect to real estate and LLC structures.
- Ability to understand and/or create financial models and waterfalls is essential.
- Strong research, analytical and problem-solving skills.
- Excellent organizational, interpersonal, quantitative, writing and communication skills; able to interface with top-level executives.
- Self-motivated, team-oriented and strong time management skills to prioritize deadlines.
- Able to drive a company or personal vehicle for property site visits and inspections.

### **Education:**

- Bachelor's degree in finance and/or accounting or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired.

**NOTE: DUE TO THE LARGE NUMBER OF RESUMES WE EXPECT TO RECEIVE, ONLY THE MOST QUALIFIED CANDIDATES WILL BE CONTACTED. WE WILL RETAIN ALL OTHER RESUMES FOR ANY FUTURE JOB CONSIDERATIONS. THANK YOU.**