



Financial Analyst

ID	2014-1250	Job Location	US-VA-Arlington
Posted Date	1/16/2014		

More information about this job:

Overview:

The Financial Analyst is responsible for assisting Residential with all aspects of projects as needed, including project management and extensive analytical duties. The Financial Analyst is responsible for complying with the operational policies and procedures established by Vornado/Charles E. Smith and Vornado Realty Trust.

Responsibilities:

- Produce daily, weekly, and monthly financial and operational reports.
- Ability to analyze business software system and work with on-site team members to create reports that simplifies the business.
- Ability to analyze reports, identify trends, and offer/implement solutions.
- Track competition, development trends, and overall market conditions.
- Analyze and prepare project proformas and sensitivity analyses.
- Prepare and build Excel based financial models related to acquisitions, new development, redevelopment, and major capital expenditures.
- Prepare cash flow projections.
- Analyze and assist with analytical aspects of development projects and new acquisitions, including underwriting, due diligence, financing and implementation.
- Assist with the preparation of materials for project meetings.
- Work with accounting department to prepare operational and project reports.
- Prepare operational and project budgets and reporting statements.
- Prepare memorandum related to certain aspects of development and acquisition projects and debt agreements.
- Assist with management of various aspects of the residential business as needed, with the guidance and oversight of senior Residential Group staff.

Qualifications:

Education/Experience:

- Bachelor's Degree required. Four years additional related experience is equivalent to a Bachelor's Degree. Master's Degree preferred.
- Two (2) or more years of financial analysis experience, preferably in the real estate industry.

Technical Experience:

- Advanced computer skills: Microsoft Excel, MS Word, MS Powerpoint, and SQL programming experience preferred.
- Strong understanding of Microsoft Excel and the overall financial modeling process.

Other Skills/Requirements:

- Solid problem-solving, quantitative and analytical skills required to conduct financial analysis, scenario analysis and profitability models.
- Strong understanding of key components of financial models and how they impact results.
- Understanding and modeling various deal structures such as ground leases, joint ventures, etc.
- Strong interpersonal skills, oral and written communication skills.
- Ability to communicate effectively and foster good working relationships with all members of the team.
- Must be an independent worker who can prioritize and coordinate tasks to accomplish large amounts of work in a timely fashion.
- Ability to shift from one project to another very quickly without loss of work quality and with minimal supervision.
- Should be self-directed and motivated, organized, detail-oriented, and demonstrate quick turnaround, follow through and follow up.
- Ability to work flexible or extended hours to accommodate increased workload/projects and to attend industry-related meetings or events in the evenings.
- Excellent attendance and punctuality are essential functions of this position.

Other Important Attributes:

- Composed demeanor, professional appearance, positive attitude and customer-oriented approach are priorities for this position.
- Exercises good judgment and uses discretion.
- Ability to keep processes moving forward and take initiative as appropriate.
- Must be reliable, dependable with excellent attendance, flexible and versatile.
- Schedule flexibility to work evenings and extended hours if needed.
- Must be confident and capable when communicating with customers inside and outside the company.
- The ability to work well under pressure and competing priorities.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions to the extent the Company may do so without undue hardship.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, and talk or hear. The employee is regularly required to reach with hands and arms. The employee is occasionally required to stand, walk, and lift and/or move up to 25 pounds. The employee is required to make site visits to projects under construction.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions to the extent the Company may do so without undue hardship. The noise level in the work environment is usually moderate.

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