

*Analyst
Client Service & Reporting
Position Responsibilities (Z3)
March 2016*

[Click here to apply](#)

<i>Typical Responsibilities</i>	<ul style="list-style-type: none"> • Become involved in all aspects of support to assigned portfolios, and respective clients. • Produce portfolio reports (quarterly and annual deliverables); work closely with portfolio managers asset managers, accountants, and research to collect, analyze and review property level and portfolio level information. • Create and maintain financial models to produce portfolio-level and client-level forecasts. • Assist portfolio managers in drafting and editing client communications. • Work with accounting to issue capital call and distribution notices to clients, as needed. • Prepare loan notices and assist in maintenance and compliance of subscription facility • Assume a lead role in the preparation of portfolio materials for client meetings. • Facilitate the deal allocation process, including frequent communication with portfolio managers, and meticulous documentation. • Work with multiple internal groups at all levels. • Manage multiple projects under tight time constraints. • Willingness to remain flexible in work schedule. • Participate in special projects, and conduct ad hoc reports and analysis as needed. • Provide back-up support to other analysts on the team.
<i>Knowledge Requirements</i>	<ul style="list-style-type: none"> • 2 - 4 years real estate industry experience with a focus on portfolio analytics and reporting. Separate Account experience is a plus. • Bachelor's degree required; a major in finance, accounting or economics is desired. • Proficiency in Excel and strong working knowledge of other Microsoft Office products including Word and PowerPoint. • Ability to read and interpret various legal documents (i.e. loan documents, Investment Management Agreements, etc). • Knowledge of Argus is a plus. • Willing to learn new software programs, including publishing software for report production.
<i>Competencies</i>	<ul style="list-style-type: none"> • Highly organized and able to multi-task in an environment of change. • Keen attention to detail and the ability to manage to aggressive deadlines. • Must work independently and be a quick learner. • Exceptional quantitative skills • Strong oral and written communication skills. • Develops strong and effective relationships both internally and externally.

	<ul style="list-style-type: none">• Superior client service.• Strong problem-solving skills and business acumen.• Innovative; handles complexity; understands business issues and the ability to translate them into effective action.
--	--