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# Example of Real Estate Analyst Job Description

Our growing company is searching for experienced candidates for the position of real estate analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for real estate analyst

* Intermediate to advanced Excel experience with formula auditing, VBA macros, template building, Pivot Tables
* Prepare weekly updates of REO inventory flyer for internal and external distribution
* Track and monitor insurance coverage for REO properties, ensuring properties are added and deleted timely to policy and at the appropriate insurable amounts
* Complete and file annual property tax appeal applications and track all tax refunds
* Prepare monthly carrying value adjustments reconciliation of REO properties based on fair market valuation (appraisals, Broker Price Opinions, current market data)
* Manage Bank’s general mailbox and telephone inquiries for REO and note sales
* Maintain databases of investors, brokers, and property managers related to REO dispositions
* Maintain accurate records in working files on REO disposition
* Assist REO Group in other administrative/support activities for management and dispositions of REO properties
* Specials projects/other duties as needed

## Qualifications for real estate analyst

* Bachelors degree in Business, Finance, Accounting, Economics or Real Estate
* Bachelor's Degree from top tier program
* Experience in research and analysis, financial analysis, and strategic planning
* Solid understanding of key financial concepts, including IRR, NPV, and ROI
* Consultative, service-oriented mindset
* Highly comfortable with MS Office and corporate financial reporting systems