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# Example of Real Estate Financial Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of real estate financial analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for real estate financial analyst

* Prepare and analyze debt compliance calculations and assist with reporting requirements under various loan agreements
* Prepare certain line items within quarterly forecasts and annual budgets including update of debt assumptions for portfolio
* Analyze and review key financial metrics such as tenant sales, property occupancy and various leasing and rent metrics
* 35% - Audit all landlord invoices and operating expense/common area maintenance reconciliation for compliance with the lease terms to ensure correct billing and resolve discrepancies
* 30% - Manage the Capital Expenditure Request (CER) control desk
* 25% - Assist Director of Corporate properties and Asset Manager with project development and the implementation of the Strategic Facilities Plan
* 5% - Track Heritage/Regional art collection and perform annual art audit
* Preparing Client Proposals and Presentations - Compile and prepare appropriate marketing materials, conduct the necessary analysis, and incorporate the assembled information into client proposals
* Provide root cause driver analysis to support decision-making by effectively communicating and translating the results into business insights and actions
* Assist on the overall Market Strategy for the company by preparing comprehensive financial proformas for any/all potential new store openings, store relocations, and/or store conversions/consolidations

## Qualifications for real estate financial analyst

* At least three years of work experience in finance, accounting, or investment
* 3 years minimum of Finance experience or public accounting
* Some real estate capital markets or real estate investment banking experience is preferred but not required
* Candidates should have experience executing transactions
* A strong understanding of valuation theory, methodologies and applications is preferred
* The ability to analyze and communicate key financial information is crucial