



Example of Analyst, Portfolio Job Description

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Our company is hiring for an analyst, portfolio. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for analyst, portfolio

- Developing tools and platform enhancements to bolster productivity, portfolio construction and risk analytics through innovative system-building and automation
- Developing a comprehensive understanding of asset classes, regions, sectors, industries, currencies and securities across the multi-asset investment platform
- Analyze financial aspects of the approximately 17,000 towers under lease/sublease arrangements, including approximately \$2.5 million monthly payment review and valuation
- Manage project for abstraction and implementation of off-line sublease portfolio information
- Prepare qualitative and quantitative analyses of portfolios and make recommendations to Manager based on key findings
- Review and interpret land agreements for key business terms required to generate land payments
- Perform calculations to reconcile prior, current, and future land lease and revenue share payments as required by various agreements, identify necessary billing or payment adjustments, complete paperwork to support these changes, and communicate results
- Enter key lease data points and payment information into the Oracle system
- Communicate with sublease partners via phone and email regarding site-level portfolio issues
- Collaborate with members of the Land Management, Legal, Finance, and Tower Asset Purchase Program departments to resolve site-level issues,

Qualifications for analyst, portfolio

- Strong experience with performance and yield calculations, exposure to portfolio management reporting is an asset
- Business analysis skill sets, with attention to detail and accuracy, and ability to handle volume
- University or Post-secondary degree/diploma in business (or equivalent work experience)
- Understanding of portfolio valuation and performance theory
- Able to deal professionally with challenging situations in conversation and correspondence with the users in the field
- The ability to work in a close co-operative team environment, and multitask on projects, special assignments and regular scheduled tasks