



# Example of Construction Analyst Job Description

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Our innovative and growing company is hiring for a construction analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for construction analyst

- Prepare monthly reporting packages for investors
- Prepare quarterly reporting for management (Development, Redevelopment, non-revenue generating capex and acquisition capital) or other departments (costs projections/pipelines, deferred depreciation analysis)
- Prepare construction loans' funding requests to lenders
- Update tracker for legal issues, ensuring completeness and accuracy of records, and issue monthly reporting to Legal department
- Assist with Development projects' Bond requests, Bonds tracker updates, and quarterly reporting to Development department
- Assist with General Contractors' Due Diligence update for Development projects
- Assist with review of other construction financial analysts' work
- Special projects as needed to assist Construction Financial Manager and Development Controller
- Develop tracking mechanisms and related databases to document, house, and monitor a large number of project-related outreach activities
- Act as liaison with IT as needed to "trouble shoot" issues with SCS-focused databases and other technology-based tools

## Qualifications for construction analyst

- 2-4 years work experience in the finance industry in either an investment

- Familiarity with Credit instruments (High Yield Bonds, Leveraged Loans, Convertible Securities)
- Highly skilled analytically (Math/Statistics/Finance background preferred)
- Interest in Fixed Income markets
- 8 years Commercial and Residential Real Estate Loan experience