



## SECURITY PROPERTIES

### Job Description

**Position Title: Financial Analyst – Asset Management**

**Reports to: Manager, Data Analytics**

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The Financial Analyst is responsible to perform a variety of financial analysis of multifamily investment properties and prepare recurring (see below) and one-off reports for investors and senior management. Support sales and refinance efforts by assembling due diligence materials and responding to buyer and broker requests. Evaluate yield on cost on renovation efforts and lend analytical support to the Asset Management Team. In addition, maintain our Business Intelligence (“BI”) platform and develop new dashboards to further optimize SP’s portfolio performance. Work primarily with the Managing Director of Asset Management, the Manager of Data Analytics, and the Asset Managers.

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Support the asset managers by understanding the assets, the partners, the business strategy, and the challenges.
2. Ensure monthly calls are held with each property manager to review strategy, financial performance, and address areas of underperformance.
3. Provide summary executive reporting to Company executives.
4. Update Annual Property Budget Template and distribute to SPR and 3<sup>rd</sup> Party Management Firms (including fixing broken templates sent in from the site).
5. Gather due diligence materials for sales.
6. Gather due diligence materials for refinances.
7. Kingsley Report. Manage all interaction with Kingsley. Manipulate RealPage database to relieve sites of compiling tenant information & email addresses.
8. Quarterly Distribution Summary Report. Manage the collection of the inputs from the asset managers and transfer that data to Excel.
9. Quarterly Yield Report. Present the report to Asset Managers for their review and research anomalies.
10. Quarterly Distributions. Support asset managers on select property distributions, primarily by populating actual financials extracted from Tableau and by extracting the current Equity Rec provided by SP Accounting.
11. Property Cashflow Forecast Template. Set up new properties in the template.
12. Quarterly Investor Newsletter for the fund investors. Populate all of the data and submit to MD Asset Management for review.
13. Quarterly PPM Investor summary reports. Populate all of the data and submit to Asset Manager and MD Asset Management for review.
14. Tableau.
  - Understand why a report may not make sense and work with property management and accounting to develop conventions that result in useful output.
  - Provide KPI updates for Asset Management, Investments, and SPR for NOI and CF versus IC metrics.
  - Prepare the annual review of underwriting accuracy.

15. Monthly Asset Performance Index Report that reflects occupancy and key financial data for third party managed properties. This data needs to be populated by hand from each of the property management financials that come in.

#### **REQUIREMENTS**

1. Bachelor's degree in business, finance, accounting, real estate, or related field, or possess equivalent combination of education and work experience.
2. Minimum two years of experience in financial/data analysis required.
3. Exceptional analytical skills, problem solving and decision making skills including financial analysis, statistical analysis and business case development.
4. Excellent technology skills including computer software, Excel, PowerPoint and Word. Ability to provide technical assistance and reasoning in a simple, straightforward manner.
5. Excellent written and verbal communication skills, including ability to communicate and interact with team members at all levels throughout the organization.
6. Ability to present findings to a group including to company executives.
7. Property management experience strongly preferred.
8. Ability to multi-task including project management and administration, customer service, and special project work.