

# OPEN RECRUITMENT

## *Job Announcement*

February 25, 2021



**Position Title:** Real Estate Financial Analyst  
**Department:** Development and Asset Management

### **SUMMARY:**

Under the direction of the SVP of Development and Asset Management, the Financial Analyst is responsible for supporting the Agency's financial goals and objectives as it relates to Development and Asset Management department (DAM), and will serve as a resource to drive the Agency's strategic initiatives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Evaluate current real estate portfolio, and create financial models in cooperation with DAM team to evaluate and outline financial risks, funding structures and solutions for agency's affordable housing projects, including but not limited to:
  - a. rehabilitation of existing projects
  - b. purchase and/or development of new affordable housing opportunities
  - c. refinancing of existing portfolio properties
  - d. exit strategies to liquidate property or exit partnerships.
- Create financial models, analysis and reports to evaluate existing property performance, including review of occupancy, cash flow, and financial summaries and reports from property management partners, and identify opportunities for improved performance to minimize risk and maximize total portfolio return.
- Make recommendations to department leadership based on reporting variances, trends and risks.
- Assist with due diligence of potential acquisitions and developments, including gathering of financial documents, preparation and review of budgets, models, and proformas, and partnering with consultants and third party partners.
- Manage the preparation, analysis, and review of annual budgets for property portfolio, including detailed support and analysis of revenue, balance sheet and cash flow forecasts. Partner with property management staff to prepare, review and approve property budgets. Develop reporting presentation to summarize budget information for delivery to internal and external partners and executive leadership.
- Prepare and deliver financial reporting and summaries to executive staff, Board of Commissioners, and investor and developer partners in accordance with department schedules and procedures.
- Prepare and deliver monthly, quarterly and annual financial reporting regarding the property portfolio to executive leadership, investor partners and Board of Commissioners in accordance with department schedule and procedures. Develop other reporting as requested or advisable.
- Partner with DAM and Accounting department staff to ensure that all financial terms are accurately logged in an appropriate database, and timely communicated between departments to ensure GAAP compliance.
- Communicate clearly and concisely with interagency staff and external business partners in a professional manner, both verbally and in writing.
- Perform other duties and special projects as assigned.





## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Job Competencies:***

- Must possess solid financial reporting and analytical skills, knowledge of affordable real estate and housing finance, including financing instruments, analysis, and regulatory requirements.
- Must have the ability to create and analyze complex financial data and create financial models for decision support, to interpret technical financial data, and to prepare clear, concise, financial reporting.
- Must have the ability to prepare and analyze budgets, including the ability to identify and summarize variances or trends across the property portfolio.
- Must be highly proficient in database modeling (SQL and/or Excel).
- Must have keen attention to detail and accuracy.
- Ability to communicate professionally, clearly and concisely, to internal and external partners, both orally and in writing. Ability to present information to groups of people.
- Ability to be a self-starter and work effectively both independently and within a team. Must have strong interpersonal skills to collaborate with internal and external business partners effectively and professionally.
- Must have strong multitasking skills to effectively plan and manage multiple projects and meet deadlines.

## **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree from an accredited university in Accounting or Finance.
- At least five years of experience and progressive responsibility in financial analysis and/or planning is required including experience in financial modeling; at least two years of experience in multifamily real estate desired.
- Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under FWHS's fleet auto insurance.

## **TECHNICAL SKILLS:**

Strong knowledge and skills in Microsoft Excel software. Average knowledge and ability to work in Microsoft Word. Ability to learn other computer software programs as required by assigned tasks.

Capable of using internet resources for research and developing reports.





**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, operate a computer and other office equipment, attend onsite and offsite meetings, and communicate in writing and verbally in person and via video conference, email and phone.

While the work is primarily sedentary, walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually quiet.

**TELEWORK:**

Following a probationary onboarding period, this position is eligible for teleworking, subject to the need for physical attendance as directed by the employee's supervisor or required by the circumstances.

**NOTE:**

Candidates must submit their preferred salary and references with application.

