
JOB TITLE: Financial Analyst
DEPARTMENT: Capital Markets
REPORTS TO: Director of Capital Markets
DATE PREPARED: January 19, 2012

The Financial Analyst supports the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment, accountability and ownership.

POSITION SUMMARY

The Financial Analyst will work primarily with individuals in the Capital Markets Group to do the following:

- Prepare detailed financial analysis for commercial real estate investment sales assignments using Argus and proprietary Excel modeling programs
- Build short- and long-term cash flow models to run corresponding valuation analyses using various yield metrics including cap rates, cash-on-cash returns and internal rates of return, using a variety of potential leverage structures
- Directly engage with analysts for prospective buyers as they assess offering materials for a particular investment opportunity
- Prepare offering memoranda and proposals for new business using PowerPoint and InDesign
- Research and update database of investors owners, submarket data, and statistics
- Analyze income statements and company credit histories
- Understand and analyze a variety of real estate transactions
- Work with the Marketing Associate to improve marketing materials for the Capital Markets Group within the Cushman & Wakefield standards
- Provide administrative support to the Capital Markets Group as needed
- Support brokers outside of the Capital Markets Group with financial analysis

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, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree; 1+ years of finance or commercial real estate work experience

OTHER SKILLS

Knowledge of Argus is required; advanced proficiency in Excel is required; proficient in Word, and PowerPoint; knowledge of InDesign is preferred; excellent analytical, communication, and writing skills; knowledge of local and national economic and real estate conditions; ability to work in a project-based team environment

WORK ENVIRONMENT

Position is in an office setting that involves everyday risks or discomforts requiring normal safety precautions. Must have the ability to speak, hear, see and sit; ability to speak, read and write in English; good problem-solving and interpersonal skills; ability to multi-task, assess priorities and make appropriate decisions; good verbal and written communication skills.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

To submit your resume for this position, please email Melissa Laneve at mlaneve@cornerstonecre.com.