



RED DEVELOPMENT, LLC

Job Description

Job Title: Financial Analyst
Reports To: Senior Vice President, Finance/Asset Management
Status: Full-Time/Exempt

A. SUMMARY

The Financial Analyst will help assist with the analytical work related to retail shopping centers and class-A mixed-use properties. The Financial Analyst will work closely with the Asset Managers to assist in the preparation, analysis and distribution of the real estate financial viability of any acquisition or assets in the portfolio. Responsibilities include follow-up to inquiries made regarding issued financial statements, as well as special projects assigned by management. The position is located in Phoenix, Arizona.

B. RESPONSIBILITIES AND DUTIES

- Conduct quantitative analyses of information affecting real estate investment programs of public or private institutions. This analysis provides guidance for external or internal business or individual clients investment decisions sales, costs and expenses to determine a company's value;
- Manage Argus files to produce extensive cash flow projections and quantify the financial impacts of real estate decisions. Update periodically for executed leases, changes in market leasing assumptions, adjustments to operating expenses, and changes to capital;
- Create financial models to proactively provide decision support to senior management;
- Read and interpret lease documents to ensure proper modeling in Argus, CAM workbooks and budgets;
- Assist in preparing project report packages in accordance with development and operating agreements and loan documents with project partners and lenders;
- Prepare financial models for annual budgets and business plans. Participate in the annual budget and quarterly reforecasting processes;
- Attend budget and leasing meetings in order to become intimately familiar with all aspects of assigned properties;
- Support the due diligence tasks associated with acquisitions, dispositions and financings. Review due diligence materials (leases, financials, contracts);
- Assist with template and report building and testing;
- Work with accounting department to prepare quarterly cash flows, annual budgets and CAM workbooks;
- Additional duties as assigned.

C. QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree in accounting, finance, real estate or related work experience
- 2-5 years with relevant real estate experience
- Experience with Argus and/or Argus Enterprise software
- Proficient in excel spreadsheets and other Window's based analytical tool
- Experience in financial model creation and utilization, budget and pro forma forecast preparation and analysis, and financial reporting



Preferred Qualifications

- MRI software experience
- Strong organization and time management skills and the ability to prioritize work load
- Proven ability to work independently, maintain confidentiality and work accurately with a high degree of attention to detail
- Strong analytical skills with ability to define problems, collect data and draw valid conclusions
- The ability to work effectively with others within the organization and strong interpersonal skills