



Job Title: **Financial Analyst**

Department: Finance

Reports to: Manager of Financial Reporting & Analysis

GENERAL PURPOSE OF JOB: Financial analysts will be based in NALS Santa Barbara headquarters office, reporting to the Manager of Financial Planning & Analysis. Job responsibilities include two main areas of support: (1) financial reporting and analysis (2) financial modeling of acquisitions, dispositions, and development investments. Must have the ability to effectively communicate across all levels of the organization as position will interact daily with executive leadership, regional property managers, and financial professionals. Knowledge of general accounting procedures, reporting and expense analysis, and journal posting is preferred.

Responsibilities include, but are not limited to:

Operations Reporting

- Perform monthly and quarterly financial reporting and assist with the preparation of investor quarterly letters, annual reports, distributions, presentations, etc.
- Operating Expense Analysis, Market Analysis, and Cash Flow modeling
- Research, update and maintain economic reports and data
- Ad-hoc reporting, projects, and analysis as needed

Acquisition/Disposition

- Underwrite and maintain financial models related to prospective acquisitions
- Manage database of past underwritings and comps
- Perform lease analysis and income comparisons to the existing portfolio.
- Assist with due diligence during acquisition, disposition, and refinance processes
- Analyze area apartment market and economic trends
- Provide general support for acquisition and development activities including the preparation of internal offering memorandums, market and economic research, and traveling as needed.

Basic Qualifications:

- Bachelor's degree in accounting, finance, or economics
- One to two years in real estate or related experience
- Strong Excel skills/proficiency required
- Experience using Yardi property management (or others) ideal
- Entry-level knowledge of SQL and relational databases a plus
- Strong analytical skills with the ability to master new systems and applications quickly
- Excellent oral and written interpersonal and communication skills
- Demonstrated skills in the areas of time management, communication, interpersonal skills, relationship building, collaboration, and problem-solving
- Must have the ability to work independently and collaboratively
- Strong leadership, positive attitude, integrity, and reliability required



HR Related / Physical Demands:

- Job is intermittently sedentary but requires mobility (i.e., climbing stairs)
- Will use some repetitive motion of hand-wrist in using computer and writing
- Works in a typical office setting
- Emotional stability and personal maturity are important attributes in this position
- Must handle stressful, urgent, novel, and diverse work situations on a daily basis
- May require long hours and odd schedules (including weekends)
- May require airline travel, out-of-town and overnight trips
- Attendance and punctuality are essential for success in this position
- Hazards can be minimized with proper lifting techniques, SDS, general safety training, and wearing appropriate PPE Lifting up to 20 pounds. If more than 20 pounds are to be lifted, employee shall seek assistance from another employee.

Employee understands the position description can be modified, expanded or shortened at any time.

I have read this position description, understand it, and am able to perform the essential functions and meet the job requirements of the position.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor/Manager Signature: _____ Date: _____