

**Title:** Portfolio Analyst  
**Date:** November 2021  
**Reports To:** Senior Director, Portfolio Management and Research

**JOB PURPOSE:**

Under the direction of the Chief Investment Officer and Senior Director, Portfolio Management and Research, we are seeking a Portfolio Analyst with 2+ years of experience, preferably in real estate or a related field to maintain financial models related to Intercontinental Real Estate's portfolio of assets.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for maintaining accurate projection models of real estate assets and portfolios using Excel, Argus Enterprise financial software and Yardi accounting system data, to aid in the quarterly valuation process and other financial analysis and requests as needed.
- Work regularly with members from the Asset Management and Accounting teams to analyze asset data (including but not limited to acquisition proforma and strategy, operating budgets and financial statements) and market data.
- Regularly review third party research data for historical and future trends.
- Review, analyze and confirm quarterly third party appraisal reports, models and market values.
- Use financial statements from Yardi and tenant leases and amendments to update the models frequently including rent roll terms, expenses, capital improvements, etc.
- Produce and present asset reviews, historical and projected performance, and variance analyses for assets
- Assist with gathering, maintaining and documenting accurate historical data
- Maintain professional and technical knowledge
- Serve as ambassador of Intercontinental: all employees must maintain appropriate conduct and professionalism. This extends to every internal and external business contact or meeting.

**QUALIFICATIONS:**

- Bachelor's degree in Real Estate, Finance, Accounting, Economics, Mathematics or related degree
- 2+ years of related analytical experience with heavy emphasis on financial modeling using Excel
- Advanced knowledge of Excel, discounted cash flow analysis and Argus Enterprise software
- Proficient in Excel, PowerPoint, Word, Adobe and Outlook
- Previous experience in the real estate industry with knowledge of real estate documentation (i.e. leases, mortgages, operating agreements, etc.)
- Real estate valuation/appraisal experience a plus
- Experience with Yardi Accounting software a plus
- The job requires a detail oriented, focused individual with strong analytical skills
- Must be organized, capable of multitasking and be able to prioritize to meet deadlines
- Strong work ethic, ability to work independently, but able to work in a team environment as well
- Must be able to convey analytical observations into supportable conclusions and recommendations