

Title: Portfolio Analyst
Department: Portfolio Management
Reports To: Managing Director, Portfolio Management

Intercontinental Real Estate Corporation is a privately owned, Boston based real estate investment management, development and construction company that has been actively involved in real estate finance and management for over 60 years. Today, Intercontinental is an SEC Registered Investment Advisor* and manages a real estate portfolio diversified both by robust property mix and geography. *Registration with the SEC does not imply a certain level of skill or training.

JOB PURPOSE:

Reporting to the Chief Investment Officer and Managing Director, Portfolio Management, we are seeking a Portfolio Analyst with 2+ years of experience, preferably in real estate or a related field. The role involves maintaining financial models related to Intercontinental Real Estate's portfolio of assets.

DUTIES AND RESPONSIBILITIES:

- Maintain accurate financial projection models for individual real estate assets and portfolios using Excel, Argus Enterprise, and Yardi data, to support quarterly valuations, investment analysis, and other financial reporting needs.
- Partner with Asset Management and Accounting teams to analyze property performance, acquisition underwriting, business plans, operating budgets, financial statements, and market data.
- Evaluate third party research and industry data to identify historical trends and forecast future market conditions.
- Review, analyze and validate quarterly third-party appraisal reports, valuation models, and market value assumptions.
- Update financial models using Yardi financial statements, tenant leases and amendments, incorporating changes to rent rolls, operating expenses, capital expenditures, and other key property metrics.
- Prepare and present asset level performance reviews, including historical results, financial forecasts, and variance analyses.
- Assist in the collection, maintenance and documentation of accurate historical property and portfolio data.
- Demonstrate a strong aptitude for learning and applying emerging technologies, including artificial intelligence (AI), automation tools, and data analytics solutions, to enhance financial analysis, reporting, and operational efficiency.
- 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 fields.
- 2+ years of analytical experience with a strong emphasis on financial modeling and quantitative analysis using Excel.
- Advanced proficiency in Excel, discounted cash flow (DCF) analysis, and Argus Enterprise software.
- Proficient with Microsoft Office suite including Excel, PowerPoint, Word, and Outlook.
- Experience in the commercial real estate industry with working knowledge of real estate documents, leases and financial reporting.
- Real estate valuation, appraisal, underwriting, or asset management experience preferred.
- Experience with Yardi or other real estate accounting system preferred.
- Strong analytical, quantitative, and critical thinking skills with exceptional attention to detail.
- Highly organized with the ability to manage multiple priorities, meet deadlines, and adapt to changing business needs.
- Self-motivated and capable of working independently while collaborating effectively within cross-functional teams.
- Ability to interpret complex financial and operational data and translate findings into clear, actionable conclusions and recommendations.
- Demonstrate curiosity and aptitude for learning new technologies, including AI-powered tools, automation platforms, and data analytics solutions that enhance business processes. Basic SQL, Python, or data automation experience is a plus.
- Strong communication and presentation skills, with the ability to effectively convey observations into supportable conclusions and recommendations.

COMPENSATION:

The annual base salary target for this role in this market is \$85,000 - \$110,000. The specific compensation for this role will be determined based on education, experience, and skill set of the individual selected for this position.

To apply for this position please email your resume to Jobs@Intercontinental.net with the subject line:
Portfolio Analyst- (Your Name)

Intercontinental is proud to be an Equal Opportunity Employer committed to hiring a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to the individual's actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religion (including religious belief, observance, and dress or grooming practices), creed, sex, pregnancy (and related medical condition including breastfeeding), sexual orientation (including heterosexuality, homosexuality and bisexuality), gender identity and gender expression, transgender status, national origin, age (40 years or older), physical or mental disability, genetic information (including, without limitation, an individual's or a family member's genetic test, disease or disorder), disposition or carrier status, ancestry, marital status, veteran or military status, or any other category protected under applicable federal, state or local law.