**Company:** Crosspoint Associates, Inc.  
**Job Title:** Financial Analyst  
**Location:** Waltham, MA

**Description:** **Position Responsibilities**

**Acquisitions**

- Prepare and analyze property pro forma cash flows. Independently construct and analyze financial models to evaluate a variety of properties and real estate issues by employing Argus and Excel spreadsheet models.
- Assist Director of Acquisitions and CFO in preparing request-for-proposal packages used in the solicitation of Equity Investor commitments and Debt Financing (permanent and construction).
- Assist CFO in evaluating quoted loan terms from prospective lenders.
- Participate in due diligence process.

**Asset Management**

- Prepare and update cash flow projections for each asset, using Argus and Excel, to support potential leasing, redevelopment, refinancing, and/or disposition scenarios.
- Provide market research and analysis for portfolio properties – collect and organize data on recent market activity, rental rates of recent transactions, comparable property sales, and perform competitive analysis for each property.
- Assist Asset Managers in lease analysis calculations and comparisons; monitor overall leasing status and strategies for assigned assets.
- Perform tenant credit underwriting to determine credit-worthiness of current and prospective tenants.
- Monitor and analyze sales performance of retail tenants.
- Assist Asset Managers with annual Business Plan and Budget preparation. Responsibilities include but are not limited to: (1) Update long-term cash flow projections; (2) Prepare and update Capital Expenditures projections; (3) Consider loan maturities and evaluate impacts of future refinancing; (4) Market analysis updates.
- Analyze and evaluate actual performance of assets in relation to projected results.
- Attend monthly budget-to-actual variance meetings.
- Assist Asset Managers in managing the Real Estate Tax Assessment and Abatement process for all portfolio assets.
- Assist CFO and Asset Managers in preparation of annual/quarterly investor reports.
- Assist CFO in asset refinancing as required.
- Assist the Director of Acquisitions, Asset Managers, CFO, and Principals with other projects as assigned.

**Qualifications:** **Technical Requirements**

- BS/BA and strong academic record with a concentration in Real Estate, Finance, Accounting, Business Administration, and/or Economics.
- Minimum of 1-3 years of real estate financial analysis experience required; working knowledge of retail and office properties preferred.
- High level of proficiency in Microsoft Excel and ARGUS valuation software required.
- Working knowledge of Accounting and Finance principles.
- Experience analyzing commercial real estate development transactions and value-add proposals including “waterfall” analysis for equity/promoted interest structures.
- Knowledge of budgeting, underwriting, due diligence, asset and portfolio valuation, discounted cash flow analysis.
cash flows, and analysis of financial statements are required.

**Other Requirements**

- Strong analytical and quantitative skills.
- Results-oriented with strong attention to detail and ability to produce quality work in a consistent manner.
- Self-starter who has the ability to learn quickly, work independently and as a team member, and complete tasks with minimal guidance in a fast-paced entrepreneurial environment.
- Ability to prioritize and handle multiple tasks simultaneously, organize and coordinate work efficiently, set priorities, and meet deadlines in a demanding work environment.
- Willingness to learn, demonstrate and apply better methods of analyzing real estate transactions.

**Contact Information**

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