



Capstone Advisors is looking for an experienced real estate professional that is ready to grow and contribute within an entrepreneurial environment. We are seeking a *Financial Analyst* to help us as we start our third decade in business to continue to grow our portfolio of multi-tenant retail, office and industrial properties. We are an innovative company - have been since day one - so you'll have the opportunity to work on a variety of interesting projects.

We are looking for a person who can work closely with senior management with the goal of delivering best-in-class financial analysis related to our existing portfolio and new acquisitions. Specific goals would include:

- Assist in acquisition underwriting and due diligence including preparing Argus Enterprise and Excel cash flow models
- Assist in data collection required for acquisition financing and refinancing
- Research lease and sales comparables, including use of Co-Star and discussions with brokers
- Create and maintain investor package for future equity and partnership opportunities
- Prepare periodic cash flow forecasts and valuations using Argus Enterprise or Yardi ABF
- Devise and produce portfolio performance metrics and reports
- Assist VP of Finance with implementation of Yardi Investment Manager
- Prepare quarterly asset management dashboard report
- Ad hoc analysis as requested from investors or senior management
- Automate and improve scope of quarterly financial reporting

Successful team members will feel comfortable diving into the financial details of complex real estate assets without losing site of the big picture. An aptitude for technology and a genuine interest in using technology to improve underwriting and reporting efficiency, consistency and accuracy will be paramount. We are looking for candidates that have the capacity to work on multiple projects at once and can manage multiple deadlines that may overlap. What else are we looking for?

- 4 years of real estate financial analysis experience (commercial real estate experience preferred)
- Proficiency and recent working experience with Argus Enterprise and Yardi
- Advanced knowledge and use of Excel
- Highly organized and the ability to work independently
- Ability to gather and manipulate data from various sources for use in analyses and reports

Our culture is important to us. It's taken more than 20 years to develop and it suits us well. It would suit you too if these things are important to you:

- Entrepreneurial environment
- Fast paced, collaborative team members
- Flat decision making structure with no bureaucracy
- Senior management that has been at the firm a long time and has a lot to teach others
- Excellent industry reputation

If this sounds like the place for you, please email us so we can get together to discuss this opportunity. Send a cover letter and resume to: [contactus@capstoneadvisors.com](mailto:contactus@capstoneadvisors.com). We look forward to hearing from you!