



**POSITION TITLE:** FINANCIAL PLANNING & ANALYSIS MANAGER

**POSITION STATUS:** FULL TIME

**FLSA STATUS:** Exempt

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### **GENERAL NATURE & SCOPE OF WORK**

The Financial Planning & Analysis Manager will perform analysis, financial planning and provide recommendations to senior management to achieve strategic goals. Through the use of analytical tools, the person will evaluate financial solvency and identify opportunities to improve performance by implementing capital improvements and streamlining operations. The Financial Planning & Analysis Manager will also assist in preparing corporate consolidated financial reports, along with other financial reports to investors and lenders.

### **ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS**

- Conduct in-depth analysis on projects and investments to determine ROI and optimize investment allocation
- Support department needs and facilitate models for decision-making
- Model financial (P&L, BS, CF) for operational performance and enhanced processes
- Lead and manage the annual budgeting and quarterly forecast processes
- Perform ad hoc reporting and analysis as required
- Property budgeting for Asset Management
- Variance analysis for benefit and costs of services annually
- Property financials for management and the board of directors
- Exit strategies and capital needs assessment for properties reaching 10th year
- Establishing efficient workflows with Gantt charts and timelines
- Sensitivity and present value analysis for option modeling
- Resource allocation to meet demands of organization
- Analyze current and past trends in KPIs including all areas of revenue, cost of sales, expenses and capital expenditures
- Assist with the preparation and review of the consolidated corporate financial statements and audits as needed.
- Identification, analysis and thorough comparison of alternate debt sources
- Prepare refinance proformas and support the transactions' due diligence and closing process
- Monitor work of Accounting Assistant, volunteers, or intern staff as requested

### **KNOWLEDGE, SKILLS & ABILITIES**

#### **Knowledge of:**

- GAAP accounting
- Real Estate accounting practices as they pertain to operating properties and construction/development
- Accepted methodologies for budgeting and cash forecasting

- Auditing procedures and practices
- Accounts Payable and Accounts Receivable process
- Employee management practices

**Skill Level:**

- Superior writing and communication skills
- Strong analytical skills, financial management
- Proficient in the use of personal computers and related software applications for accounting management, e.g. Yardi and Excel
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other department heads, investors and other business stakeholders

**Ability to:**

- Develop and prepare budgets
- Forecast cash needs of business
- Manage and perform Real Estate accounting
- Manage Accounting staff and department function
- Set and manage multiple priorities in growing environment
- Manage, direct and supervise accounting staff

**EDUCATION & EXPERIENCE**

A combination of education and related experience may substitute for education requirements.

- BA in Accounting, Business, Finance or related field, MBA preferred **and**
- 5+ years experience in Real Estate accounting

**PHYSICAL DEMANDS/WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.

**The statements contained in this position specification reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.**