![Urban Land Interests logo]

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| **Job Title:** | **Financial Analyst** |
| **Department/Location:** | Accounting |
| **Reports to:** | Director of Accounting |
| **Position Supervises:** | n/a |
| **Fair Labor Standards Act (FLSA) Status:** | Salaried |
| **Employment Status:** | Full Time |
| **Revision Date:** | 09/2025 |

## JOB SUMMARY

The Financial Analyst role is critical to the efficiency and productivity of all departments. The person in this role will help develop and maintain the data model to support and enhance organization-wide reporting.  This role will be responsible for creating dashboards, spreadsheets, tools, financial analysis and reports across various departments to support leasing, financing and reporting activities within the ULI portfolio. This position will also be responsible for providing input, feedback, analysis, and reporting on potential lease and Tenant Improvement buildout activity, annual capital re-investment projects, revenue projections, forward looking income, expense, and cashflow forecasts, and financing activity for the portfolio among other assigned projects.

## ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Develop and maintain the ULI data model for reporting. Meet with key stakeholders from across the company to understand and document the flow of data within and between systems. Identity the relationships between data elements. Help structure and maintain integrity and accessibility of data over time.
- Update and redesign existing complicated Excel spreadsheets into Power BI/Query/Pivot formats as appropriate to simplify and automate processes and enhance usability.
- Help to strategically evaluate lease deals with leasing team by providing financial analytics, real time market data, and portfolio encumbrance information.
- In collaboration with the Lead Broker and leasing team, track, document, and own the analysis needed to forecast anticipated property revenue and TI capital expenditures annually for operating budgets and as needed for long term projections.
- Report on vacancy and absorption, tenant industry mix, lease tenure, historic and future rent growth, and potential at-risk leases within portfolio.
- Collaborate with property accountants to audit complicated lease issues.
- Assist with ad-hoc research projects. Maintain spreadsheets, databases, market information and analysis as needed.
- Coordinate and update reports for team meetings that include activity on leasing and construction projects along with financial and historical analyses used to facilitate team decision making.
- Assist in creating and maintaining long-range financial forecasts, mortgage and loan tracking schedules, company and department KPI templates, forward looking cash flow projections and other financial analysis as assigned.
- Assist other departments in creating spreadsheets, dashboards, analyzing data and building new tools to help effective decision making and improve efficiency.
- Develop visualizations in Power BI/Pivot to bring data to life and create live central dashboards with easy access to organization data.

## SECONDARY FUNCTIONS & RESPONSIBILITIES

- Train users on how to filter and display data to produce meaningful information including trends and patterns, to support and enhance decision making in their respective roles.
- Other projects assigned.

## JOB KNOWLEDGE, SKILLS & ABILITIES

- Understanding of commercial real estate and accounting principles, including budgeting and financial forecasting and analysis.
- Excellent written and verbal communication skills to provide exceptional customer service to both external stakeholders (tenants, vendors, community members, etc.) and internal stakeholders (building owners and colleagues).
- Strong analytical capability with the capacity to build unique analyses in Excel while presenting information and data intelligibly.
- Ability to multitask and pivot in reaction to shifting priorities.
- Demonstrated ability to excel at both self-driven, analytic work and at collaborative projects with internal and external team members.

## EDUCATION/CERTIFICATION/LICENSURE

- Bachelor's Degree, preferably in Real Estate, Accounting, business, or related studies.

## EXPERIENCE

- Experience creating and working with databases, Power Query, Power Pivot, and Power BI templates and dashboards.
- Experience in commercial real estate or property management preferred.
- Experience in a financial analysis or market research role preferred.
- Proficient in Microsoft Office products. Experience with property management software a plus.

## WORKING CONDITIONS

- This position mostly requires sitting/standing to perform computer-based work, with a reasonably frequent need to walk through the properties for tours and showings.