

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:**

- Responsible for maintaining accurate projection models of real estate assets and portfolios using Excel, Argus Enterprise financial software and Yardi accounting system data, to aid in the quarterly valuation process and other financial analysis and requests as needed.
- Work regularly with members from the Asset Management and Accounting teams to analyze asset data (including but not limited to acquisition proforma and strategy, operating budgets and financial statements) and market data.
- Regularly review third party research data for historical and future trends.
- Review, analyze and confirm quarterly third-party appraisal reports, models and market values.
- Use financial statements from Yardi and tenant leases and amendments to update the models frequently including rent roll terms, expenses, capital improvements, etc.
- Produce and present asset reviews, historical and projected performance, and variance analyses for assets
- Assist with gathering, maintaining and documenting accurate historical data
- Maintain professional and technical knowledge
- 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 degree
- 2+ years of related analytical experience with heavy emphasis on financial modeling using Excel
- Advanced knowledge of Excel, discounted cash flow analysis and Argus Enterprise software
- Proficient in Excel, PowerPoint, Word, Adobe and Outlook
- Previous experience in the real estate industry with knowledge of real estate documentation (i.e. leases, mortgages, operating agreements, etc.)
- Real estate valuation/appraisal experience a plus
- Experience with Yardi Accounting software a plus
- The job requires a detail oriented, focused individual with strong analytical skills
- Must be organized, capable of multitasking and be able to prioritize to meet deadlines
- Strong work ethic, ability to work independently, but able to work in a team environment as well
- Must be able to convey analytical observations into supportable conclusions and recommendations

To apply for this position please email your resume to [Jobs@Intercontinental.net](mailto:Jobs@Intercontinental.net)

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.