



A division of TSCG

**Financial Analyst Position**  
**Hart Realty Advisers**  
**Simsbury, Connecticut**  
[www.hartadvisers.com](http://www.hartadvisers.com)

Hart Realty Advisers is currently seeking a Financial Analyst for our Simsbury, Connecticut office.

Please review the job requirements and responsibilities and if you meet the qualifications, [click here to apply for this position.](#)

**Job Mission:**

1. Provide analytical and written support to the Acquisitions Department in underwriting and analyzing potential real estate transactions to determine the viability of the transaction for our clients.
2. Provide support to Asset Management for analysis in operational strategy, valuation, and buy/sell analyses.
3. Apply strong computer skills and technical knowledge to efficiently develop and revise financial projections, and apply communication skills and analytical ability to document and discuss the financial projections with members of Hart Realty Advisers and third party clients.

**Job Requirements/Key Attributes:**

- Bachelor's Degree in Business, Real Estate, Finance, or similar field degree
- Understanding of real estate investment with at least 2-3 years of experience in real estate financial modeling/analysis
- Highly proficient level of skills and working knowledge of ARGUS and MS Office
- Ability to multi-task and work in a team environment
- Ability to work additional hours as projects may require
- Self-starter, ability to work independently
- Strong verbal and written communication/presentation skills
- Detail-oriented with strong organization skills and the ability to prioritize tasks
- Able to handle multiple tasks in a timely manner with a high volume of work



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**Primary Job Responsibilities:**

- Develop appropriate financial projections for potential real estate acquisitions utilizing Argus Enterprise software and Microsoft Excel. Maintain these financial projections with an emphasis on documenting all the various scenarios and changes in assumptions throughout the acquisition process.
- Maintain and update on a timely basis the Pipeline for the weekly acquisitions meeting.
- Attend weekly meetings with members of the acquisition department to review potential transactions and deals in progress.
- Prepare Investment Summaries (investment brief, underwriting details, photos, maps, etc.) for potential transactions to be distributed to members of the Investment Committee.
- Assist in the presentation of potential acquisitions to the Investment Committee.
- Prepare formal Investment Opportunity Overviews for existing and potential clients. This will include the investment underwriting as well as the most current and reliable market-specific information by utilizing available research materials and local market contacts.
- Participate in the due diligence process taking responsibility for specific procedures assigned (e.g. accounting review, engage third party specialists, lease review, etc.).
- Clearly document and organize completion of due diligence procedures utilizing the Operating Procedures Manual and corresponding due diligence checklists.
- Throughout the acquisition process and following the closing of the transaction, assist in the transition of all relevant information to the asset management department.
- Assist Asset Management in analyzing existing portfolio assets.
- Prepare ARGUS and excel cash flow analysis.
- Produce market analysis and detailed forecasts of income and expenses.
- Audit leases and prepare lease abstracts, focusing on co-tenancy issues.
- Audit reimbursement reconciliations provided by clients.
- Track transaction activity and trends.
- Review and analyze financial market trends.
- Review, analyze, and organize due diligence.



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**Primary Job Responsibilities** *(continued)*:

- Obtain and analyze market research in support of assumptions.
- Assist with preparation of collateral material including pitches, sales flyers, offering memoranda.
- Perform financial updates as needed during marketing process.
- Administer transaction process including maintain listings on company website, set up and maintain marketing websites, organize email blasts, adhere to marketing schedule, assist with client updates as needed.

[Click here to apply for this position.](#)

*Hart Realty Advisers is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, citizenship status, or any other basis protected under applicable federal, state, or local law.*