



### **Job Description – Senior Asset Management Analyst, Multifamily**

White Oak Partners is a growing multifamily real estate investment firm with over \$2.4B AUM. We are looking for a **Senior Analyst** to join our growing Operations team. This position will be responsible for contributing to the Operations team by monitoring property performance through analysis and reporting. The position will contribute to the development of property performance reports for internal and external audiences.

#### ***Essential Duties***

- Provide direct reporting and analysis to the Asset Management & Operations team
- Contribute to investor reporting and correspondence
- Conduct detailed property-level analyses of tenants/in-place leases, capital projects, operating and financial statements, market and competitive position, and other relevant information
- Manage and contribute to the preparation of property-level business plans and budgets; analyze property performance relative to business plan targets
- Prepare and provide weekly summary reports, property status reports, and quarterly reports while meeting established deadlines
- Manage the third-party tax consulting relationship that provides oversight on all real estate and personal property taxes; including assessment values, tax appeals, and monitoring costs/billing
- Maintain and help evolve the internal KPI report (key performance indicators) to assist the Operations Team in improving decision making
- Contribute to the creation of property reports for presentation to investors, including, but not limited to quarterly investor reports; will include crafting performance highlights for investor reporting
- Create and analyze hold/sell models when requested by investors or internally
- Contribute to maintaining internal company reports
- Participate in other duties and projects as they arise

#### ***Minimum Requirements***

- Bachelor's Degree required
- Minimum of 4 years of relevant experience in an analytical role within real estate; asset management, accounting, and/or finance experience preferred
- Familiarity with multifamily real estate is required
- Experience with Yardi, RealPage, and/or LRO preferred
- Experience with operating/income statements is required to properly analyze performance metrics
- Strong business writing skills
- Strong analytical skills, with the ability to manage multiple projects and meet deadlines
- Experience with financial analysis and modeling
- Self-starter and can work well with limited direction
- Excellent written and verbal communication skills
- Ability to operate with a high degree of flexibility and to adapt to changing demands

*Note: Nothing in this job description restricts the right for management to assign or reassign duties and responsibilities to this job at any time.*

- Proficient in Microsoft Excel including experience querying data
- Strong attention to detail

***Additional Details:***

- Some travel will be required