

POSITION DESCRIPTION FOR FINANCIAL ANALYST, CORPORATE FINANCE AND CAPITAL MARKETS

Title: Financial Analyst, Corporate Finance and Capital Markets
Department: Corporate Finance
Reports To: Vice President, Finance and Capital Markets

Function:

The Financial Analyst plays an exceptional individual who plays a critical role in various strategic initiatives, including Corporate Finance, Capital Markets and Acquisitions & Dispositions at one of the largest publicly traded lodging REITs in the United States.

Responsibilities:

Corporate Finance and Capital Markets

- Support in updating and maintaining the Company's corporate model
- Perform analyses of various strategic initiatives that are presented to the Board of Directors
- Prepare schedules for use with quarterly earnings releases, SEC filings, and investor presentations
- Assist in managing the Company's debt portfolio including tracking of compliance with financial covenants
- Assist in negotiating and structuring debt financing and developing lending relationships
- Assist in the loan closing process including review of loan docs, appraisals, and other reports

Real Estate Transactions

- Assist with closing of acquisitions and dispositions of hotels, including due diligence, data room preparation, coordinating information exchange with buyer or seller, and settlement
- Assist in collecting and evaluating required due diligence for real estate transactions; make necessary inquiries to buyers or sellers to ensure that required information is provided in a timely and effective manner
- Assist with due diligence process for transactions, including coordinating with brokers, lenders, attorneys, and third-party consultants; maintain diligence tracker and conduct diligence status update calls

Experience:

- 3+ years of experience at a Big Four firm, Investment Bank or finance role at publicly traded company
- Familiarity with public company filings and financial accounting
- Understanding of valuation methodologies including NAV, IRR and discounted cash flow analysis

Skills:

- Advanced proficiency in Microsoft Excel and financial modeling
- Strong organizational skills with ability to prioritize and manage tasks based on deadlines and urgency
- Attention to detail and proactively checking for data accuracy before conveying final work product
- Strong analytical skills and the ability to work with complex data to drive decision-making
- Excellent communication skills, both written and verbal

Education:

- Bachelor's degree, with concentration in Finance, Economics, Accounting or related area required

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.