

POSITION DESCRIPTION FOR FINANCIAL ANALYST

Title: Financial Analyst
Department: Real Estate & Finance
Reports To: Director, Finance

Function: The position will work in financial planning and analysis to provide support of a publicly-traded real estate investment trust which invests primarily in hotels. The individual must be detail-oriented and experienced in working in a fast-paced, team environment. The position requires exemplary analytical, modeling, organizational skills, and the ability to multi-task and complete assignments. The successful candidate will collaborate closely with multiple departments, including Asset Management, Design and Construction, Accounting, and Acquisitions to analyze and identify opportunities for growth and profitability and enhance planning and reporting processes.

Responsibilities:

- Assist in the development of weekly and monthly forecasting models and preparation of schedules of assumptions
- Prepare monthly operating reports for distribution to Senior Management
- Gather industry intelligence and market research from various sources
- Prepare quarterly key metrics and analyses for use with quarterly earnings releases, SEC filings, and investor presentations
- Assist in the preparation of quarterly Board of Directors presentation materials
- Work on ad-hoc analysis/projects as directed

Experience/Skills:

- 3+ years of relevant business experience in hospitality, finance, asset management, acquisitions, strategic planning, consulting and/or accounting roles (roles that support complex modeling, analysis, budgeting and forecasting of business impacts / trends preferred)
- Advanced financial analysis, forecasting and modeling skills with the ability to translate analysis quickly into practical results.
- Excellent communication skills with the ability to present analysis and recommendations in verbal and written form
- Ability to multi-task effectively in a fast-paced environment while prioritizing projects to ensure timely deliverables
- Experience with, or advising, a public company preferred
- Experience utilizing business intelligence tools to obtain data and build reports
- Experience with Cognos (TM1) preferred
- Advanced proficiency in Microsoft Office, including Excel and PowerPoint

Education:

- Bachelors' Degree, with concentration in finance, economics, accounting or related area preferred

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.