

TAX CREDIT GROUP

Marcus & Millichap

Associate Financial Analyst Position Description

TCG is seeking an Associate Analyst who is ambitious, intense, solution-driven and ready to join our Seattle-based real estate services team. TCG is the pioneer and national market leader in providing transaction brokerage services for properties financed using Section 42 Low Income Housing Tax Credits.

Overall expectation is that an Associate Analyst can provide support to Senior Analysts and Associate Agents for all aspects of LIHTC property analysis. Support will include research and analysis for underwriting assumptions, initialization of models, documentation of underwriting assumptions and administrative and organizational aspects of workflow. Candidate should exhibit leadership and integrity at all times.

Valuation and Property Analysis Responsibilities:

- Abstracting property financial statements and due diligence information
- Summarizing information received
- Understanding, interpreting and identifying inconsistencies in the information received
- Using available market research to collect property information, evaluating due diligence, and performing research on property specific demographics and economic trends
- Assisting in documenting valuation strategies
- Accurately inputting collected data and information into financial models (spreadsheets and company software)
- Establishing supportable underwriting assumptions or estimates when the information needed is not readily available
- Communicating with appropriate parties, including clients, to obtain additional information when needed
- Communicating status of projects internally and to clients
- Participating in improvement of the group's master models, templates, systems and processes

Requirements:

- Bachelor's or post-graduate degree in finance, accounting, economics, or a related field
- Ability to understand DCF models and apply valuation theory to Section 42 property valuation
- Ability to maintain CRM system data
- Strong personal management and organization skills
- Ability to follow through on assigned projects and drive toward deadlines
- Strong communication skills, including the ability to articulate property valuation rationale to TCG Agents
- Ability to work independently and within a team
- Effective interpersonal and written communication skills
- Strong attention to detail
- Excellent Microsoft Excel skills; solid proficiency with other Office Suite programs
- 2 + years relevant post college experience a plus

Compensation:

Range is \$45K-50K depending on experience.

To Apply:

Please e-mail your resume, salary requirements and cover letter to natalie.scherwin@marcusmillichap.com. No phone calls please.