

Position Description for Real Estate and Finance Analyst

Title: Financial Analyst/ Associate **Department:** Real Estate & Finance

Reports To: Director, Finance

Function: The Analyst/Associate provides financial reporting and analysis support to the Real Estate and Finance group of a publicly-traded real estate investment trust which invests primarily in focused-service hotels. The Analyst/Associate must be detail-oriented and experienced in working in a team environment. The position requires exemplary analytical, modeling, organizational skills, and the ability to multi-task and complete assignments with minimal supervision.

Responsibilities:

Financial Planning and Analysis

- Assist in the development of forecasting models and preparing schedules of assumptions
- Prepare monthly operating reports for distribution to Senior Management
- Prepare quarterly key metrics and analyses for use with quarterly earnings releases, SEC filings, and investor presentations
- Gather industry intelligence and market research from various sources
- Update and maintain the Company's corporate and debt model

Investor Relations and Board Communication

- Maintain investor presentation slides and backup
- Assist in the preparation of quarterly Board of Trustees presentation materials
- Perform ad hoc analyses of current activities that may be presented to the Board of Trustees (e.g. share repurchases, follow on offerings, acquisition activities, strategic planning, etc.)

Transactional Activities

- Assist department in due diligence process and coordinate and manage information flow to/from potential acquisition targets and/or third parties (i.e. sellers, buyers, legal counsel, accounting firms, investment bankers, etc.)
- Create models for various activities such as financings, acquisitions, etc.
- Monitor and adhere to compliance requirements for monthly, quarterly, and annual covenant deliverables

Experience/Skills:

- 3-4 years of progressive work experience in Finance, Consulting and/or Accounting roles. (FP&A 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/or 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 Bloomberg, ThomsonOne, and Cognos preferred
- Advanced proficiency in Microsoft Office, including Excel and Powerpoint

Education:

- Bachelors Degree, with concentration in Finance, Economics, Accounting or related area required
 - MBA or Masters Degree in Real Estate or related field preferred
 - CFA or CPA certification preferred
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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.