

Position Title: Financial Analyst	
Region/Location: Washington, DC/Regional Office	Div/Department: Acquisitions/Finance
Reports to (Title): Senior VP Acquisitions/Dispositions Status: Exempt	Date Prepared: 5/7/2018

JOB SCOPE

Support Brookfield's DC Acquisitions & Dispositions Team with identifying investments (both office and multi-family assets), prospective deal underwriting, and due diligence.

JOB RESPONSIBILITIES

- Underwrite prospective office and multi-family assets/portfolios and corporate acquisitions, utilizing Brookfield's internal teams to vet input assumptions such as financing, leasing, and operations
- Create summary investment materials and presentations in PowerPoint for senior management review and Investment Committee
- Maintain and complete quarterly audits of owned asset valuation files
- Support Brookfield's Capital Markets Team with debt financing in addition to the refinancing of existing assets
- Maintain and distribute weekly pipeline and participate in weekly global pipeline calls
- Plan and assist with the due diligence process for acquisitions, including coordinating with Brookfield's consultants and advisors
- Work with Brookfield's Asset Management Team to facilitate smooth transition of new asset acquisitions into broader portfolio
- Assist Brookfield's Development Team as needed in the analysis of pipeline projects and acquisitions
- Identify key sector investment themes and opportunities

TECHNICAL SKILLS / OTHER

- Bachelor's degree, finance degree a plus
- 2 – 4 years of full-time real estate finance and/or real estate banking experience
- Advanced proficiency in Microsoft Excel, Microsoft PowerPoint, and Argus Enterprise
- Strong analytical and problem-solving skills with a keen attention to detail
- Strong written and verbal communication skills, with the ability to clearly articulate positions and ideas
- Self-motivated and proactive, both with respect to managing workload and own professional development
- Ability to handle large volume of work; good organizational skills and ability to prioritize work and meet deadlines

Approvals/Date:

<i>Employee</i>	<i>Supervisor/Dept Head</i>	<i>Human Resources</i>