

CITYMARK
CAPITAL

Job Title:	Fund Analyst	Location:	Cleveland, OH
Position Type:	Full-time	Travel Required:	Some travel required
Date Posted:	September 2021	Posting Expires:	N/A
Applications Accepted By:	hiringsmanager@citymarkcapital.com	HR Contact:	Robin Martucci, Managing Director-Finance and Fund Operations

External Posting URL:

ABOUT CITYMARK CAPITAL:

Citymark Capital is a privately held, Cleveland-based real estate investment firm. Citymark Capital specializes in investments in multi-family value-add acquisition projects in top U.S. markets.
<https://citymarkcapital.com/>

POSITION DESCRIPTION:

Citymark Capital is seeking a Fund Analyst with two to five years of experience in a Finance, Accounting or closely related role. This position is a unique opportunity for a high energy individual to join a private equity platform with rapid growth potential.

The ideal candidate will be detail oriented, self-motivated and technologically fluent. We expect a strong work ethic and commitment to represent Citymark with dependable professionalism.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Collaborate with the Asset Management team while executing the completion and delivery of quarterly and annual investor reports within required deadlines
- Review monthly property financial reporting packages, annual budgets and investment proforma; aggregate and report selected Key Performance Indicators to the Citymark team in a clear and concise format
- Assist in the preparation of quarterly valuation models for fund investments
- Maintain fund financial models; track performance and evaluate results against previously established benchmarks
- Model various scenarios to guide investment decisions and manage fund performance
- Establish a cadence of model review with the Citymark team
- Assist in financial modeling and underwriting of real estate properties/investments
- Manage fund cash flows, including planning for and completing the capital call and distribution processes, coordinating bill payment and tracking and reporting cash receipts
- Provide support for the annual audit and tax return process

- Collaborate with teammates to help build business in an energizing and dynamic environment
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's degree in Business Administration, Economics, Finance or closely related field
- MBA a plus

PREFERRED SKILLS:

- Advanced Excel model creation and manipulation experience is expected
- Two to five years of experience in a Finance, Accounting or closely related role
- Analytical and quantitative skills combined with ability to articulate findings
- Exposure to real estate in a previous role is preferred
- Strong oral and written communication skills
- Self-motivated with the ability to manage multiple priorities simultaneously under tight deadlines
- Detail oriented, balanced with the ability to understand overarching strategic priorities
- Client relationship skills

ADDITIONAL NOTES:

Citymark Capital is an equal opportunity and affirmative action employer. All qualified candidates will be considered for employment without regard to race, color, religion, gender, age, disability, sexual orientation, national origin, veteran status or any other category protected by law. Citymark Capital is a drug and tobacco free workplace.

Chosen candidate may be required to receive the COVID 19 vaccine, to the extent permitted by law.