



## JOB POSTING

**Job Title:** Senior Financial Analyst  
**Location:** 85 Hanna Avenue  
**Reports to:** Senior Manager – Corporate Finance

### A. Summary:

The Financial Analyst is responsible for providing financial and qualitative analytical support for the Company. Overall responsibility includes quarterly reporting & analysis, forecasting and ad hoc analysis.

### Primary Responsibilities:

#### Reporting and Analysis

- Lead the preparation of Supplemental Information Package including:
  - space tracking for all tenants by lease
  - maintenance of leasing and tenant database
  - documentation of tenant changes by property
  - Portfolio analysis
- Responsible for investor Presentation preparation, corporate fact sheet and financial information related to corporate website
- Assist in preparation of internal and external reporting requirements

#### Cash and Debt Management

- Prepare and report weekly Cash Position Summary
- Complete analysis for credit facilities covenant compliance
- Preparation of property financing packages
- Maintain accurate and complete records of credit decisions.

#### Other Responsibilities

- Manage Property Mortgage Database and lender requests for information
- Perform ad hoc reporting and special projects

### B. Knowledge, Experience & Skills

Required level of education and job-related experience:

- Undergraduate degree in business, finance or accounting with at least 3 years of related experience, preferably in a public company

#### Specific Skills:

- Commercial real estate experience required
- Strong analytical and spreadsheet skills
- Advanced skills in MS Excel and intermediate MS Word and MS Access
- Ability to communicate effectively, both oral and written;
- Ability to allocate time effectively, work well under pressure and manage tight deadlines

#### Required Licenses or Professional Accreditation:

- Designation (or working towards a designation) of CMA or CGA; CA, an asset

Excellent compensation commensurate with experience and full benefit package.

Please apply to [human.resources@firstcapitalrealty.ca](mailto:human.resources@firstcapitalrealty.ca)