



Job Description

Associate Production Analyst

DEPARTMENT: Multifamily Debt & Equity Originations

Location: Clearwater FL

Status: Exempt Salaried

Schedule: Full Time

SUMMARY: This position is responsible for assisting in analytical work for multifamily debt and/or equity investments originated by CSG (Churchill Stateside Group). The Production Analyst will be responsible for analyzing debt and equity investments, preparing offer packages, and assisting the Production Manager and Production Officers with the task of acquiring new business by performing the following duties.

RESPONSIBILITIES:

- Inputs property financial and tenant information into Excel financial models and provide recommendations for ideal debt solution based on particular needs of the transaction.
- Reviews all new deals and proposes the best product available.
- Obtain all relevant information required to complete a proposal for review.
- Assist Production Officers where required.
- Prepares client presentations and proposals.
- Receives and organizes information from clients.
- Recognizes issues and works with team to find solutions to deal obstacles.
- Performs other related duties as assigned by management.
- Provide Internal Audit and Financial Analysis project work upon request from Accounting Department
- Maintain and update data in the HubSpot platform.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's Degree (BA) from four-year College or university; preferably in Real Estate, Finance or Economics.
- One to two years of related experience and/or training in financial analysis, underwriting, valuation or similar experience required.
- Strong financial modeling skills (MS Excel Required).
- Strong communication, writing and presentation skills.
- Financial auditing experience.
- Must possess the ability to multi-task, meet deadlines, and communicate effectively with internal staff.
- Motivated self-starter with the ability to prioritize tasks and manage workload
- Other skills required:
 - Ability to work independently on projects and also collaborate as a team player.
 - Detail orientated with strong organizational skills.
 - Excellent verbal and written communication skills.
 - Unquestioned personal and professional integrity

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to walk
- Continually required to sit
- Frequently required to talk or hear
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must continually lift and/or move up to 10 pounds