



## **JOB DESCRIPTION**

### **Investment Analyst**

**Reports To:** Senior Vice President, Chief Credit Officer

**Department:** Debt & Equity Underwriting

**Location:** Clearwater FL

**Status:** Exempt

**Schedule:** Full Time

**Summary:** Churchill Stateside Group is seeking an Investment Analyst to assist in analytical work for multifamily debt and/or equity investments originated by CSG. The ideal candidate will become an integral part of a growing and highly-experienced group of real estate financial services professionals. The position is a prelude towards a career path in Underwriting. This position is full time and based in Clearwater, Florida.

#### **Duties and Responsibilities:**

- Interact directly with staff underwriters on proposed investments.
- Prepare and maintain underwriting models as requested by Underwriters.

#### **Supervisory Responsibilities:**

- This job has no supervisory responsibilities.

#### **Qualifications:**

- Bachelor's degree in Finance, Accounting, Real Estate or related field.
- Two or more years of multifamily real estate experience as an analyst, underwriter or appraiser is strongly preferred.
- Computer skills required: Microsoft Office with advanced Microsoft Excel abilities.
- Other skills required:
  - Financial modeling skills.
  - Strong aptitude for accuracy and detail.
  - Able to work independently as well as function in a team-oriented setting.
  - Excellent project management skills with the ability to manage multiple projects simultaneously and function under tight timeframes.
  - Occasional travel may be required.
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#### **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

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*