



**JOB TITLE:** Investment Analyst  
**BUSINESS UNIT:** Veritas Investments  
**DEPARTMENT:** Investments & Capital Markets  
**REPORTS TO:** Investment Manager  
**FLSA STATUS:** Exempt  
**AS OF:** March 1, 2017

### **JOB SUMMARY**

The Investment Analyst is responsible for performing budgeting, financial planning and analysis and reporting for the Investments team.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Performing financial analyses of investment opportunities.
- Preparing appropriate documents to facilitate the underwriting and closing of real estate transactions.
- Interfacing with brokers, investors, lenders and other key internal and external stakeholders.
- Perform market research to help make prudent and informed investments.
- Communicate and collaborate with various departments to collect information
- Due diligence analysis and process.
- Coordination of internal and third-party vendors

### **SKILLS AND ABILITIES**

- Must have financial modeling experience in real estate sector
- Expert level proficiency of Excel and Power Point.
- Ability to drive multiple tasks with competing priorities
- Exceptional written and oral communication skills
- Self-motivated and ambitious. Enthusiastic to work and succeed in a collaborative team environment.
- Organized and strong time management skills
- Comfortable in a small entrepreneurial organization experiencing growth
- Detail-oriented and committed to delivering thorough work product

### **QUALIFICATIONS**

- Bachelor's degree in Finance, Accounting, or Business Administration. MBA preferred
- 2-5 years of real estate investing or financial analysis
- Multifamily investing/financing/evaluation experience preferred.

### **ABOUT VERITAS INVESTMENTS**



Headquartered in San Francisco, Veritas Investments is an experienced real estate investment manager that specializes in owning and operating mixed-use multifamily and retail properties in the San Francisco Bay Area.

The company offers institutional and individual investors a vertically-integrated platform and a clearly defined investment strategy that focuses on acquiring undermanaged multifamily and urban retail properties and then enhancing their income and value through building and management improvements. The company holds a track record for moving quickly on opportunities, executing efficiently on strategy, and delivering superior financial performance to investors while giving back to the community.

Veritas Investments has been fortunate to be the recipient of many awards including two recent honors: IREM's Workplace Environment Award for Employee and Leadership Development and was also named Real Estate Investment Fund of the Year by REFI.