



## **REAL ESTATE ANALYST / ASST ASSET MANAGER**

### **HENRY S. MILLER COMPANIES**

Henry S. Miller is one of the largest independent full service commercial real estate firms in Texas. Our corporate office is based in Dallas with Regional offices located in Houston, Austin, San Antonio and El Paso-New Mexico. Established in 1914 by Henry S. Miller Sr., it is one of the most respected companies in Texas with a reputation for service and integrity.

For 100 years the Henry S. Miller family of companies has provided a complete array of commercial real estate services for both sophisticated investors and those in need of brokerage, property management, financial, development and appraisal services. Our mission is to offer exemplary service to our clients through a team of highly skilled and motivated professionals.

Since 1914 our success has been measured by the quality and longevity of our client relationships. At Henry S. Miller, it is our belief that through our people, management philosophy and ownership mentality we consistently exceed our clients' and business partners' objectives and needs.

### **Job Description Summary**

Responsible for detailed financial analysis of a variety of commercial and multifamily real estate projects including both proposed development projects and existing properties. Will also assist CFO and senior management team with asset management tasks including financial analysis of portfolio properties, drafting and review of leases, lease amendments and assignments and cash management. Position will also be integrally involved in evaluation and due diligence of proposed property acquisitions.

### **Responsibilities**

- Perform detailed financial analysis of commercial and multifamily real estate properties both existing and to be developed. Analyses to include projected cash flow of property and calculation of internal rate of return and discounted cash flow.
- Generate financial pro forma projections and valuations and related written reports.
- Review and critique financial projections prepared by sellers of proposed property acquisitions and others.
- Participate in the preparation of property sale packages, loan request packages and offering memorandums for private placement of equity investments.
- Assist with the preparation of annual operating budgets for properties.
- Draft and review commercial leases, lease amendments, lease assignments and terminations.
- Assist with evaluating the economics of proposed leases and negotiate lease terms with leasing agents and prospective tenants.
- Interface with Company executives responsible for retail, residential lot, self-storage and multifamily development projects.

### **Qualifications**

- Minimum of bachelor's degree in finance, accounting or related field
- Minimum of 3 – 5 years of experience in real estate analysis preferably with a real estate investment firm, financial institution or appraisal firm
- Strong written and oral communication skills
- Desire to be involved in asset management of a diverse real estate portfolio
- Proficient in MS Office, particularly Excel
- Significant experience with ARGUS
- Ability to work with a wide range of personnel and projects

### **Compensation/Benefits**

- Competitive salary commensurate with experience
- Benefits include group medical, dental, vision, LTD and term life insurance and Company 401k plan.