Griffith Properties
Job Description

Company Overview:

Griffith Properties, LLC is a real estate investment firm that employs extensive operating and investing experience to provide investors an attractive risk-adjusted return. We invest in core-plus and value-added office, industrial, R&D and retail assets located in the Boston to Washington DC corridor.

Title of Position:

Analyst

Reports to:

Matt Daly (mdaly@griffithprop.com)

Overall Responsibility:

Interface with all employees, partners, and vendors on a daily basis handling their specific requirements and maintain general office needs

Areas of Responsibility:

Acquisition Duties

- Assist in financial modeling of potential acquisitions in the Boston and DC markets
- Actively involved in the due diligence process abstracting leases, reviewing financials, capital projections and completing the Due Diligence report

Asset Management Duties:

- Assist asset managers with leasing, financial modeling and coordinating construction projects
- Prepare lease abstracts and update internal Argus models
- Review monthly and quarterly operating reports
- Assist in the annual budget process
- Maintain the VTS leasing website for all relevant properties

Investor Relations:

- Quarterly and annual update letters to investors
- Maintain investor database and online reporting site
- Coordinating all fund related documentation
- Maintain and update Griffith Properties website

Accounting Duties:

- Bill each property and Fund for monthly fees such as management, construction, salary reimbursements and expense reimbursements
- Make all bank deposits
- Work on budgets as requested
- Submit monthly expense reports for all employees

Administrative Duties:

- Maintaining property files
- Oversee telephone issues with LCN
- Coordinate with IT consultant on computer issues

Qualifications:

- Good organizational and multi-tasking skills
- Strong Integrity
- Accounting skills
- Proficient in Word, MS Outlook, Excel, PowerPoint, ARGUS

To Apply/Contact:

Matt Daly (mdaly@griffithprop.com)