

Knowledge
Perseverance
Integrity

Cambridge

Acquisitions Analyst

Cambridge Holdings LLC is a full service commercial real estate company seeking a dedicated, detail-oriented and self-motivated individual for the position of Acquisitions Analyst. This is an entry-level position with the potential for growth within the company and the opportunity for expansion of financial knowledge.

Responsibilities

The primary responsibilities of the position include preparation and review of proforma budgets, compilation, and analysis of due diligence and property financial information, coordination with senior management and various third-party consultants, review and abstract various legal documents, coordination of financial information for property closing and calculation of investor returns.

Skills and Experience

The ideal candidate will possess accounting and financial acumen, the ability to analyze and interpret financial data, review, document and track due diligence and financial data, ability to interact with senior management and third parties. Candidate should possess a working knowledge of Excel including the ability to create worksheets, the ability to learn and adapt to various accounting/budgeting software applications and a basic understanding of loans and other legal documents. A degree in accounting or finance is preferred as well as 1 to 2 years of commercial real estate experience. Knowledge of commercial leases and Argus software is helpful but not required.

Compensation/Benefits

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a fully comprehensive benefits package including health, dental, vision, long term disability and 401(k). We are an equal opportunity employer and offer a drug-free work environment. Please respond in writing with your resume and salary requirements.

Please respond in writing with your resume and salary requirements to Stephanie Tavenner at stavenner@cambridgeus.com.