

# Sterling Management, LLC

Position: Real Estate Financial Analyst  
Reports to: Director of Acquisitions & Investments  
Type: Full Time  
Location: Fargo, North Dakota  
FLSA Status: Exempt

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Sterling Management, LLC (“Sterling”) is the Advisor to, and is responsible for, managing all matters relating to Sterling Multifamily Trust and Sterling Office and Industrial Trust and their affiliated entities.

## DESCRIPTION

The Real Estate Financial Analyst will be responsible for filtering and analyzing commercial real estate investment opportunities. The position will primarily focus on underwriting new investment opportunities, building financial models, and organizing market information and data.

- Create and maintain financial models for real estate evaluations.
- Perform the initial underwriting for potential acquisition candidates.
- Track on-market deal flow and acquisition opportunities for predominantly multifamily, office and industrial real estate assets.
- Support in the administration of closing real estate buy/sell transactions.
- Maintain investment pipeline database.
- Research and review industry and market data.
- Assist in the evaluation of investment opportunities in existing portfolio by examining property potential, existing market trends and underwriting analysis.
- Build business plans for newly acquired properties.
- Utilize software applications to locate potential off-market real estate opportunities.
- Ad hoc projects as assigned by Executive Management.

The candidate must be able to meet tight deadlines while maintaining high attention to detail and accuracy. The candidate must have excellent analytical and problem-solving skills that can be utilized to develop creative solutions and models that provide value.

## EDUCATION AND WORK EXPERIENCE

- A minimum of 2-3 years of progressive business experience
- Bachelor’s degree in Finance or Accounting
- Experience with statistical and financial models
- Strong technology skills including proficiency with Microsoft Software Applications (Excel, PowerPoint, Word, and Outlook)

## **REQUIRED QUALITIES**

- Exceptional integrity.
- Self-starter who can prioritize projects, multi-task, meet deadlines and proactively address areas of opportunity.
- Sets thoughtful priorities, accurately performs the work, and sees things through to closure.
- An energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image.
- Ability to work within a team to achieve group goals.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.
- Demonstrates the desire for constant learning and self-development.

## **PHYSICAL REQUIREMENTS**

- Ability to lift up to 30 lbs.
- Valid Driver's license and insurable driving record.
- Requires prolonged sitting with occasional walking, standing, bending, stooping and stretching.

The duties described above are the general nature of work performed. The foregoing description is not intended to be a complete or comprehensive list of all the duties, activities, and responsibilities required. Supervisors or managers may ask the individual to perform other duties as needed and/or required.

Management has the right to revise this position description at any time. The position description is **not** a contract for employment, and either you or the employer may terminate employment at any time and for any reason.

***EOE/AAP/Drug Free Employer***