



## **Financial Analyst**

Tonko Realty Advisors is a fully integrated real estate advisory and investment organization providing asset management, development and property management services in Western Canada since 1985. Tonko currently manages 12 million square feet of office, industrial and retail properties with a market value of over \$2.5 billion. Currently Tonko has over \$200 million of construction projects underway.

Tonko is in search of a Financial Analyst to be located in their Calgary office. This position requires an enthusiastic, customer service oriented individual with good communication skills. Requirements for this position are outlined below.

### **The primary responsibilities of the Financial Analyst include:**

- Prepare detailed cash flow analysis for acquisitions and developments;
- Review and reconcile internal financial analysis to ensure accuracy;
- Prepare investment memorandums to clients for potential acquisitions or developments;
- Coordinate all third party appraisals for the portfolio;
- Participate in due diligence activities;
- Conduct market research;
- Develop strong business relationships with peers in the industry;
- Conduct individual research assignments as needed.

### **Qualifications include:**

- One year of business research and financial analysis experience is an asset;
- One year of experience in the real estate industry is preferred;
- Working knowledge of ARGUS real estate valuation software is preferred;
- Strong analytical skills;
- Ability to communicate effectively and professionally;
- Proficient in Microsoft Word, Excel and Outlook;
- Organizational skills and the ability to work in a team environment, as well as independently.

Salary is commensurate with experience. The successful candidate will start as soon as possible. Please submit resumes and salary expectations to [HR@tonko.com](mailto:HR@tonko.com) or via fax at (403) 228-4899 to the attention of Human Resources.

This position was posted on April 28, 2010 and will remain open until a suitable candidate is hired. Although we value all applications, only those selected for an interview will be contacted.