



**InCity Properties / GT Capital – Financial Analyst**  
**FSLA Status: Exempt**

### **About the Company**

InCity Properties, Inc. ([www.incityinc.com](http://www.incityinc.com)) is a Property & Asset Management Company located in the Madrona neighborhood of Seattle. As of today, we manage a portfolio of over \$1 billion in assets, made up of 51 commercial buildings and 44 residential buildings primarily located in Seattle. InCity serves as the asset manager on a few properties not directly managed by InCity. InCity was founded by the principals of GT Capital ([www.gtcptl.com](http://www.gtcptl.com)), a local real estate investment company specializing in the acquisition, development, and operations of commercial and residential properties across the Pacific Northwest. This role would mainly focus on the GT Capital-owned assets within the InCity Properties portfolio.

### **Roles & Responsibilities**

As a Financial Analyst, you will serve in a hybrid role across critical InCity Properties and GT Capital business functions. The ideal candidate for this role has a passion for both finance and real estate, and is someone with a willingness to learn, ability to work proactively and independently, keen attention to detail, and strong analytical skills. Job responsibilities include but are not limited to:

#### **Financial Reporting & Analysis**

- Prepare commercial and residential property budgets, as well as tenant NNN estimates and reconciliation annually
- Review building performance against budget monthly and communicate with Residential and Commercial teams as needed to resolve issues identified
- Identify trends that either favorably or unfavorably impact the performance of the properties; if unfavorable, quickly identify steps to mitigate
- Survey residential market rental rates for comparable properties and analyze against current portfolio

#### **Asset Management**

- Assist Finance Director with investor communications using Juniper Square investment management software
- Review portfolio revenue and expense trends to identify key issues or opportunities for improvement
- Perform property site visits to identify areas for improvement

#### **Acquisitions**

- Work with Director to perform preliminary investment analysis, project proformas, project budgets, schedules and investment summaries
- Collaborate with Development Director on necessary project management and due diligence for new development and acquisition opportunities
- Coordinate third-party consultant scoping, contracting and invoice management

### **Job Qualifications**

- Undergraduate or graduate degree in Business, Economics, Finance or Accounting required
- Possess strong financial modeling and analysis skills, effective process management, attention to detail, and self-motivation
- Strong written, verbal, and interpersonal communication skills
- Proficiency in a variety of technology usage with advanced skill set in MS Office

### **Preferred Experience:**

- At least one-year professional finance experience preferred, with real estate industry experience a plus
- Experience in Asset management software/SaaS such as Juniper Square

---

**Interested Candidates:** Interested individuals should send a resume and compensation expectations to [resume@incityinc.com](mailto:resume@incityinc.com)

**Compensation:** Salary range is \$75,000 - \$95,000 per year (position is exempt). Starting pay depends on experience, both in finance and/or in real estate. Medical, vision, dental benefits, FSA, and 401(k) available for the hired applicant based on the company's policies.