



## **Financial Analyst**

The Financial Analyst supports the financial planning, analysis, and reporting functions of Downtown Columbus, Inc (DCI), a mission-driven nonprofit real estate and project development organization. Our portfolio currently includes four parking facilities, four office buildings, an affordable housing facility, retail spaces and two significant construction projects.

The Financial Analyst plays a key part in evaluating development feasibility, monitoring project performance, supporting budgeting and forecasting, and ensuring sound financial decision-making across our portfolio of real estate assets, development and construction projects. The ideal candidate combines strong financial analysis skills with an interest in community development and nonprofit impact.

This role is on-site and requires working from our Downtown Columbus office five days a week

**Supervision:** Reports to the Chief Financial Officer

### **Responsibilities:**

#### **Real Estate & Project Development Support**

- Build and maintain development pro formas, including sources and uses, operating cash flows, and return metrics
- Support underwriting of new development opportunities, including affordable and mixed-use projects
- Track construction draws, loan covenants, and compliance with lender and investor requirements
- Collaborate with senior staff to ensure financial assumptions align with project plans
- Lead financial aspects of DCI's Ground Floor Growth retail program, including creation of invoices, tracking of leases and subleases and managing the project budget.

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

- Prepare and analyze monthly, quarterly, and annual financial reports for real estate assets
- Develop financial models for operational contracts with goal of maximizing revenues

- Review financial reports prepared by third party entities for real estate operations and integrate into in-house accounting system
- Monitor project budgets, cash flow, and funding sources, identifying variances, trends and opportunities for improvement
- Assist with organization-wide budgeting, forecasting, and long-term financial planning
- Develop financial models to support project feasibility, acquisitions, dispositions, and refinancing
- Review contractor pay applications for financial compliance and summarize cumulative project costs

### **Additional Duties**

This job description is not intended to be all-inclusive. The Financial Analyst will perform other reasonably related duties as assigned.

### **Qualifications**

- Excellent written and verbal communication.
- Strong financial modeling and analytical skills.
- High attention to detail and accuracy.
- Ability to manage time and work in a fast-paced environment.

### **Requirements**

- Bachelor's degree in Finance, Accounting, Economics, or a related field (Master's or CPA/CMA a plus).
- 3–5 years of relevant financial analysis or accounting experience, preferably in a commercial real estate or development organization. Underwriting experience is a plus.
- Experience with organizational budgeting and cash flow analysis required
- Experience with real estate development pro formas preferred
- Proficiency in financial software and advanced Excel skills.
- This position is fully in-person.



## **About Downtown Columbus, Inc.**

Downtown Columbus, Inc. (DCI) is a private nonprofit organization whose mission is to lead city-changing projects and collaborations that improve connectivity, livability, and inclusivity of the Downtown Columbus experience.

Formerly known as the Columbus Downtown Development Corporation (CDDC) and Capitol South, Downtown Columbus, Inc. drives development and progress of the Downtown Columbus Strategic Plan, working collaboratively across sectors toward the vision for Downtown Columbus to become a neighborhood of connected, people-first urban districts that can be enjoyed by all.

<https://downtowncolumbus.com/>

## **Compensation**

Annual salary range: \$80,000–\$100,000, plus a generous benefits and retirement package, potential bonus consideration and complimentary parking.

Interested candidates should send a résumé and cover letter with “Financial Analyst” in the subject line to: [resumes@downtowncolumbus.com](mailto:resumes@downtowncolumbus.com).

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

