



FINANCIAL AND INVESTMENT ANALYST
Full-time | Exempt

TO APPLY, VISIT [Indeed.com](https://www.indeed.com)

POSITION SUMMARY:

MIMCO is seeking a highly-motivated, self-starter to join its Acquisitions and Dispositions Department as a Financial and Investment Analyst. This individual will assist in underwriting new target opportunities, including financial analysis modeling of existing and ground-up development opportunities, preparing investment memoranda, and performing due diligence functions and oversight. The Financial and Investment Analyst will further support MIMCO's day-to-day management functions. This position is a full-time, exempt position.

ESSENTIAL FUNCTIONS:

The duties and responsibilities of the Financial and Investment Analyst position include, but are not limited to, the following:

- Support MIMCO in the analysis of investment opportunities and be the central point of contact for financial deal underwriting
- Perform financial analysis and due diligence for prospective acquisitions and ground-up developments
- Provide support for the acquisition, financing and disposition process
- Prepare financial modeling to support and guide acquisition, disposition and asset management decisions
- Collaborate with department leadership and team to facilitate market analytics for prospective acquisitions
- Analyze and monitor the financial performance of existing properties including financial modeling, budgeting and cash flow analysis
- Production and delivery of the end-of-year valuation to partners
- Collaborate with department leadership and team in preparing deal memorandums, financial forecasts for internal and external equity partners
- Assist in end-of-year tenant reconciliation and property budgeting

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Real Estate, Finance, Business, Economics or related field with a strong record of academic achievement
- Expert-level proficiency in Microsoft Excel in order to complete, design, and develop required spreadsheets, reports and documents
- Thorough knowledge of real estate finance, key return metrics, and impactful deal assumptions
- Ability to conduct research and verify facts quickly
- Excellent interpersonal and relationship-management skills in order to establish, cultivate, and maintain productive relationships with the business
- Strong organizational, time-management, and project management skills with the ability to manage multiple deadlines
- Ability to comprehend, analyze, and interpret documents

PHYSICAL DEMANDS

- Ability to sit most of the time using office equipment and computers but may involve walking or standing for brief periods of time
- Ability to lift, push and pull a minimum of 20 pounds
- Ability to climb stairs in an office building
- Ability to read and communicate verbally and in written form in English

COMPENSATION AND BENEFITS

The wage for the Financial and Investment Analyst position is commensurate with candidate experience and qualifications determined by management of MIMCO, LLC. In addition, MIMCO, LLC provides the following benefits to eligible employees:

- Health insurance coverage
- Short- and long-term disability plan
- Flexible spending accounts
- Paid Time Off

COMPANY OVERVIEW

MIMCO, LLC (formerly MIMCO, Inc.) was founded in 1972 to provide real estate investment opportunities in El Paso, Texas. As a real estate investment management company, MIMCO has a staff of approximately 50 real estate professionals that cover an array of real estate services from acquisition, financing, development and construction, leasing, maintenance, and property management. With over 45 years of experience in the real estate business, our portfolio has grown to include approximately 325 properties in Texas and New Mexico. Our retail properties range in size from 1,200 to 276,000 square feet and office/warehouse projects from 1,200 to 196,000 square feet. MIMCO currently has over 1,750 tenants many of which have multiple locations with us. Because MIMCO only manages properties in which we have a vested interest, we take great pride and extra care to ensure that our properties are well maintained and that our property management team is responsive to our tenants' needs. This strategy has been the key to our success. If you feel you're the ideal candidate to join the MIMCO Team, [apply](#) for this position today!

EQUAL EMPLOYMENT OPPORTUNITY

MIMCO, LLC is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, disability or any other protected trait.