



## JOB DESCRIPTION

**Title:** Financial Analyst

**Location:** Glendale, CA

### ROLE SUMMARY/PURPOSE

Under the general supervision of the Chief Operating Officer, provides a wide variety of operational analysis reporting as well as other special projects, as needed.

### ESSENTIAL FUNCTIONS/TASKS

- Gathering of confidential data (numerical and statistical), compilation and analysis of various forms of operational data (weekly, monthly, quarterly and annually) for review by COO, CFO and other senior executives
- Budget Analysis
- Confidential financial documentation preparation and analysis
- Provide monthly and quarterly compensation analysis and statements.
- Provide quarterly market statistics and follow up
- Provide monthly sales tax filing and analysis
- Provide operational analysis reports to field offices.
- Analysis, maintenance and updating of electronic marketing
- Perform other special projects and duties as required

### QUALIFICATIONS/REQUIREMENTS

#### Basic Qualifications

- Bachelor's degree in Finance or a related degree.
- One to three years of experience in a similar role.
- PC literacy – MS Word, Excel (intermediate to advanced skill level with knowledge of pivot tables - required), PowerPoint preparation skills a must - speed and quality of work imperative.
- Basic Understanding of Visual Basic a plus
- Argus and Yardi experience a plus
- Must be able to work well under pressure and in tight time constraints

#### Eligibility Requirements

- Must be willing to submit to a background investigation
- Must have unrestricted work authorization to work in the United States
- Must have valid driver's license.

### DESIRED CHARACTERISTICS

- Excellent organizational and follow-up skills, ability to manage multiple assignments
- Strong written and verbal communication skills and proofreading skills with a high level of attention to detail
- Excel workbook and proofreading skills, with a high level of attention to detail.
- Self-starter, high level of motivation, integrity and ability to work independently
- Professional approach, proven good judgment, creative problem solving
- Ability to handle sensitive and confidential information
- Ability to adapt to changing responsibilities and priorities

- Excellent interpersonal skills; positive attitude
- Strong team player

## **QUALIFICATIONS/REQUIREMENTS**

To be considered:

All qualified applicants are welcome to apply by submitting their resume, cover letter and salary history to: [bpcareers@psbp.com](mailto:bpcareers@psbp.com)

Please note job code: 2010016 - FACA

**We are an Equal Opportunity Employer.**

## **ABOUT US**

PS Business Parks, Inc. (NYSE PSB) is a publicly traded full service real estate company with expertise in leasing, property management, acquisition and development. As of June 2010 the Company owned and operated approximately 20.7 million rentable square feet of commercial space located in eight states: Arizona, California, Florida, Maryland, Oregon, Texas, Virginia, and Washington. The Company also manages approximately 1.4 million rentable square feet on behalf of Public Storage, Inc. and its affiliated entities.