

Finance Intern (Operations Finance Team) – Cincinnati Office

The Finance Intern will work directly with the Senior Financial Analysts, Finance Managers and other Finance team members. This team leads forecasting and analytic needs for Phillips Edison & Company, a dynamic, NASDAQ listed real estate owner, operator and developer of retail properties across the US. This position is a full-time internship opportunity located in our Cincinnati office for the Summer 2022.

Essential Duties and Responsibilities:

- Assist with NOI & Capital forecasting analysis; research variances to budget, prior reforecast and prior year.
- Ensure data integrity between general ledger system (MRI) and forecasting system (AE); work in conjunction with FP&A and IT to resolve variances.
- Work with leasing analyst on new leasing and retention metrics by tenant category.
- Work with team to review, validate and forecast Tenant Reimbursements.
- Assist team on 3-year models and Life Cycle changes for all properties.

Education / Experience Requirements:

This is an ideal position for a sophomore or junior with comprehensive financial, analytical and modeling skills. Additional education and experience requirements include:

- Must be a current student actively pursuing a Bachelor's degree in Finance or Accounting.
- Preferred but not required: Previous internship experience performing financial, accounting or similar technical work.
- Required software: Advanced MS Excel skills including how to manage large data sets, pivot tables, advanced formulas. Must have strong analytic ability to interpret data and make conclusions.
- Preferred but not required software: Argus and/or other portfolio analysis software experience. Real Estate (MRI, Yardi, JDE) accounting software or similar accounting database experience.
- Strong written, verbal and interpersonal skills a must; the ability to communicate clearly and interact with a variety of groups internally and externally, including senior executives.
- Excellent organizational skills, attention to detail and ability to work efficiently in a fast-paced team environment.
- Ability to multi-task on various projects with hard deadlines; must be able to prioritize and manage time appropriately for recurring duties and ad hoc tasks as they arise.

Start and End Dates:

- This internship will run for a minimum of 10 weeks and as many as 12 weeks.
- Approximate Start Date: Monday, May 17 or Monday, May 24.
- Approximate End Date: Friday, August 5 or Friday, August 12.

Compensation:

- \$17 – \$21 per hour depending on experience.