



Job Description: Senior Financial Analyst
Location: Puget Sound (Seattle/Bellevue)
FLSA Status: Exempt

InCity Properties Holdings, Inc. (www.incityinc.com; "InCity") is an expanding Puget Sound-based real estate property and asset management company overseeing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size, and complexity. Our mission is to maximize the return on investment for owners while always being fair and objective to tenants - the satisfaction of both is central to our success. As InCity continues to grow, the guiding principles of accountability and service remain at the core of our philosophy.

InCity is seeking an experienced, hands-on Senior Financial Analyst to serve as a key financial resource across the company and its managed property portfolio. The role will have significant responsibility for budgeting, forecasting, management reporting, property-level financial analysis, financial modeling, and process improvement. The Senior Financial Analyst will work closely with the President, Controller, Operations Manager, and residential and commercial leadership to improve financial visibility and turn data into practical business decisions. This is a hands-on role requiring someone who can understand the operational drivers behind the numbers and work directly with teams to improve results.

Primary Responsibilities

Financial Planning, Budgeting & Forecasting

- Lead and coordinate InCity's annual company budgeting process and support residential and commercial property budgeting, including assumptions, standards, review, and consolidation.
- Develop and maintain rolling forecasts, cash-flow projections, staffing models, and scenario analyses to support leadership decisions.
- Partner with department leaders to translate operating plans into realistic financial expectations, identify variances, and quantify the impact of potential corrective actions.
- Evaluate proposed investments in employees, systems, vendors, and new initiatives using disciplined financial and operational analysis.

Management Reporting & Performance Analysis

- Create timely, accurate, and useful company-wide financial reporting for the leadership team, including income statements, balance sheets, cash-flow reporting, forecasts, and key performance indicators ("KPIs").
- Analyze company and property performance against budget, forecast, and prior periods; identify favorable and unfavorable trends and clearly communicate their operational causes and financial impact.
- Develop dashboards, scorecards, and customized Excel analyses that improve visibility into revenue, expenses, margins, staffing, occupancy, delinquency, maintenance, and other key business drivers.
- Prepare concise financial summaries that identify key risks, opportunities, decisions needed, and recommended next steps.
- Support residential and commercial teams in preparing for monthly and quarterly asset reviews with owners, including financial analysis and explanations of material trends.

Accounting & Financial Reporting Support

- Partner with the Controller to improve the timeliness, consistency, and usefulness of InCity's corporate and property financial reporting.
- Review financial statements, reconciliations, and supporting schedules for unusual trends, errors, or issues requiring follow-up; work with the appropriate teams to resolve them.
- Assist with year-end financial processes, owner reporting, NNN/CAM estimates and reconciliations, and requests from CPAs, lenders, auditors, and other financial partners.
- Support appropriate internal controls, approval processes, reconciliations, documentation standards, and financial reporting procedures.



- Help improve the speed and accuracy of monthly reporting by identifying recurring accounting, coding, data, and process issues and working with the appropriate teams to resolve them.

Property & Operations Financial Support

- Partner with residential, commercial, and operations leaders to evaluate property-level revenue, expenses, NOI, capital needs, and opportunities for improvement; visit properties as needed to connect financial results to operating conditions.
- Analyze leasing, occupancy, delinquency, turnover, maintenance, staffing, and other operating drivers; quantify their financial impact and support teams in evaluating potential solutions.
- Support property onboarding and offboarding, ownership transitions, refinancings, lender requests, and other management-related financial work.
- Help ensure owner financial reporting is accurate, understandable, and timely; support residential and commercial leaders in responding to client financial questions.

Systems, Data & Process Improvement

- Improve financial workflows across accounting, property operations, and leadership, creating practical, repeatable, and scalable processes.
- Serve as a senior resource for financial reporting, data integrity, and effective use of AppFolio and other company reporting systems.
- Identify opportunities to reduce manual work, improve data quality, automate recurring reporting, and strengthen cross-functional accountability.
- Document key financial procedures, reporting calendars, responsibilities, and controls to support continuity and future growth.
- Evaluate and help implement financial, reporting, and analytical tools or system enhancements that improve visibility and efficiency.

Leadership & Cross-Functional Partnership

- Work effectively with employees across administrative, accounting, property, and executive roles, explaining financial concepts in direct and practical terms.
- Serve as a trusted financial resource to the President and leadership team while remaining willing to investigate details personally when needed.
- Promote InCity's culture of reliable, accountable, proactive, and transparent service.

Qualifications & Skills

Required

- Bachelor's degree in Accounting, Finance, Business Administration, Economics, or a related field.
- At least five years of progressive experience in FP&A, corporate finance, accounting, public accounting, real estate finance, or a similarly analytical financial role.
- Strong command of financial statements, cash flow, budgeting, forecasting, variance analysis, and business performance drivers.
- Advanced Excel skills and the ability to independently create useful financial models, reports, dashboards, and analyses.
- Demonstrated ability to identify underlying causes, ask good questions, and turn financial information into practical recommendations.
- Experience working across functions and with stakeholders outside Finance or Accounting; comfortable learning operational details when needed.
- Proven ability to improve systems, processes, reporting, and data accuracy while managing competing priorities.
- Excellent communication skills, sound judgment, strong attention to detail, and a high degree of ownership and follow-through.



Preferred

- Experience in real estate, property management, multifamily, commercial real estate, or another multi-location service business.
- Experience with property accounting or property management systems such as AppFolio, Yardi, RealPage, Entrata, or similar platforms.
- Experience with property budgeting, owner reporting, CAM/NNN reconciliations, lender reporting, or business intelligence tools.
- CPA, CMA, MBA, or comparable advanced training is a plus but not required.

Pay range and benefits – Salary of \$110,000-\$130,000, DOE. Compensation varies based on experience and qualifications. Medical benefits (including medical, dental, vision, Life insurance, EAP and FSA) and 401(k) are available for the hired applicant subject to InCity's eligibility policies.

Interested Individuals: Interested individuals should send a resume and compensation expectations to resume@incityinc.com