



Vertical Bridge Job Description

Job Title:	M&A Junior Analyst	Date:	7/17/18
Department:	Mergers and Acquisitions	Location:	Boca Raton
Reports To:	Sr. Vice President M&A	FLSA Status:	Exempt

Summary:

The Mergers and Acquisition Junior Analyst is responsible for working with Senior Analyst to evaluate acquisition opportunities, manage joint venture relationships and support other business units in making investment decisions. The position requires frequent interaction within the M&A team, internal departments, diligence vendors and sellers.

Job Functions:

1. Partners with Senior Analysts in all aspects of acquisition transactions
2. Gathers and inventories due diligence materials received from seller/broker
3. Prepares financial model for all VB M&A potential investments
4. Performs Competitive Market Analysis (CMA) for prospective acquisitions
5. Prepares Letters of Intent for potential acquisitions
6. Prepares presentations for Investment Committee review
7. Maintains and updates transaction pipeline on a weekly basis
8. Leads in the preparation of quarterly presentations for the Board of Directors
9. Summarizes public tower companies' quarterly earnings for VB executive team
10. Ensures VB is well informed of industry news and relevant information
11. Verifies seller provided information with external sources
12. Orders 3rd party due diligence- structural analysis, phase 1s, surveys, on-site diligence and title
13. Tracks earn-out on closed M&A transactions
14. Keeps defect trackers updated on existing M&A transactions

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimum travel.

Education and Experience:

1. Four-year degree required, preferably in Accounting, Finance or Engineering
2. 1-2 years' experience in finance/accounting/engineering is preferred
3. Some exposure to financial modeling is preferred
4. Prior experience with pitch/presentation development is desirable
5. Requires good fundamental knowledge of accounting
6. Requires good Excel skills and proficient with other MS Office suite products
7. Strong communication skills both written and oral
8. Effective in an entrepreneurial culture, working independently and as part of a team
9. Proficiency in Spanish is desirable but not required

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