



## Vertical Bridge Job Description

<b>Job Title:</b>	Due Diligence Manager	<b>Date:</b>	07/11/2022
<b>Department:</b>	Mergers and Acquisitions	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Executive Vice President M&A	<b>FLSA Status:</b>	Exempt

### Summary:

Due Diligence Manager in addition to Analyst duties is also responsible for overlooking, coordinating, and verifying Analyst's output. Manager will compile, review, and analyze due diligence materials received for potential acquisitions of telecommunication towers. Manager position requires significant knowledge of database management systems and data mining. It will also require frequent interaction with internal departments, to include but not limited to: Operations, Accounting, Legal, Asset Management and Leasing, and this is with intention to eliminate inefficiencies and increase productivity. General attitude of a "fixer" and a solid understanding of Vertical Bridge structure and its departments duties are necessary to satisfactorily assist with diligence aspects in this role across the entire organization.

### Job Functions:

1. Gathers and inventories due diligence materials received from seller/broker
2. Partners with Senior Analyst on incoming acquisitions
3. Verifies seller provided information with external sources
4. Assists in analysis of assets to be conveyed by reviewing documents, abstracting and analyzing
5. Ensures that all documents are received and processed prior to closing of an acquisition
6. Takes lead on abstracting, transforming, and loading data into internal leasing and management system
7. Abstracts data provided by external parties
8. Transforms the data by cleansing and converting to a data template
9. Troubleshoots and amends any inaccuracies in upload process
10. Ensures data inputted into database is accurate and clear
11. Produces high quality and accurate analysis of data from acquisitions
12. Coordinates with internal teams to ensure adequate information regarding acquisitions is provided on a timely basis
13. Processes and records Excess Land Sales – proper setup and recording in the system, including additional IDs, noting/flagging, and proper application of Legal entities
14. Efficient work of large transactions, with emphasis on solid understanding of tower business and utilization of Microsoft Office software to help with understanding large data files.
15. Processes and records Ground Lease Buyouts – correct setup and recording, and coordination with Accounting and Finance departments for increased efficiencies and effectiveness.
16. Assists with system updates as necessary for Financial Audits and provides ad hoc Reports as needed.
17. Seeks feedback from internal teams and assists with the implementation of process improvements

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

### Supervisory Responsibilities:

Supervise and manage Due Diligence Analyst(s)

### Working Conditions and Physical Demands:

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



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### **Education and Experience:**

1. Four-year degree required, preferably in Finance or other related field
2. Required to have 3 years' experience in M&A and/or Real Estate
3. One year accounting/auditing or paralegal work experience preferred
4. Expert user of Excel and proficient with other MS Office suite products
5. Ability to prioritize, time manage and multi-task with limited supervision and under firm deadlines
6. Effective in an entrepreneurial culture, working independently and as part of a team

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*Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.*