



Vertical Bridge Job Description

Job Title:	Due Diligence Analyst	Date:	01/20/23
Department:	Mergers and Acquisitions	Location:	Boca Raton
Reports To:	Mergers and Acquisitions Manager	FLSA Status:	Exempt

Summary:

The Due Diligence Analyst is responsible for compiling, reviewing, abstracting, and analyzing due diligence materials received for potential acquisitions of telecommunication towers. This position will require significant knowledge of excel, real estate language, 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.

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 language and analyzing financial information contained in leases
5. Ensures that all documents are received and abstracted 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. 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:

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, Real Estate or other related field
2. One year accounting/auditing or paralegal work experience preferred
3. Proficient user of Excel and proficient with other MS Office suite products
4. Effective in a fast-paced entrepreneurial culture, working independently and as part of a team

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