



About Keyhole Capital

Keyhole Capital, LLC is a privately owned developer, manager and owner of institutional quality multifamily residential communities located in Wisconsin, Colorado, and Montana. Keyhole Capital owns and manages over 1,000 residential units with plans to rapidly expand the platform in select U.S. markets. Keyhole Capital is headquartered in Chippewa Falls, Wisconsin. Keyhole Capital is a growing, forward-thinking organization known for its strong operational foundation, long-term investment approach, and commitment to excellence. Learn more at www.keyholecapitalllc.com.

Job Description

The Financial Analyst will join Keyhole Capital's Finance team and report to the Senior Vice President of Finance & Administration and work closely with the Chief Financial Officer. Located in our headquarters in Chippewa Falls, the financial analyst role is a highly visible position that provides a solid foundation and exposure to a progressive and dynamic career with a growing commercial real estate investment firm. The financial analyst will actively participate in the consolidation and financial reporting of Keyhole Capital and will be responsible for investor relations, financial model development, process improvement initiatives, and certain ad hoc special projects as they arise.

Responsibilities:

- Work closely with leadership to prepare consolidated financial statements on a GAAP basis and on a fair value basis monthly.
- Develop financial models for individual assets and the firm to report on actual and projected investment performance.
- Lead the preparation of financial and operational investor reports.
- Collaborate regularly with property management, leasing, development, and accounting.

- Continuously look for efficiency in processes, tools and reports and make suggestions to implement these into the framework.
- Assist as needed with ad-hoc analyses and presentations on financial and operating results, and special projects.

Qualifications & Requirements:

- Bachelor's degree in business with an emphasis in finance, economics, and/or accounting along with coursework in data science and analysis
- Two to three (2-3) years of progressive work experience in an accounting or financial analyst role
- Advanced Excel skills and knowledge of property management and accounting systems including Yardi, Rent Manager and QuickBooks
- Leadership and people skills, and the willingness to always support the team.
- Highly organized and able to work in a dynamic, complex, and demanding environment, as well as adapt quickly to managing changing priorities and deadlines.
- Excellent verbal and written communication skills

Compensation & Benefits

- Competitive salary based on experience
- Paid Time Off (PTO)
- 401(k) with company match
- Affordable health, dental, and vision insurance and health savings account
- Company-paid life insurance and long-term disability (LTD)
- Scholarship opportunities for continued education

Please submit your cover letter and resume in a single PDF to kberry@keyholecapitalllc.com. Keyhole Capital will only be contacting applicants we intend to interview for the position.

