

## POSITION DESCRIPTION FOR DIRECTOR, FINANCIAL PLANNING AND ANALYSIS

**Title:** Director, Financial Planning and Analysis  
**Department:** Real Estate & Finance  
**Reports To:** Executive Vice President and Chief Financial Officer

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**Function:** The Director of Financial Planning and Analysis is responsible for corporate finance and financial planning and analysis, including implementing analytical tools to assist senior management with operational and financial decisions for a publicly traded real estate investment trust.

### Financial Planning & Analysis:

- Accountable for forecasting and monitoring the Company's short-term and long-term forecasts
- Supervise the development of weekly and monthly forecasting models and preparation of schedules of assumptions
- Review and supervise distribution of monthly operating reports to Senior Management
- Identify, recommend, and implement financial planning and analysis tools to support the executive team in making operational and financial decisions and identifying inefficiencies
- Develop corporate business plans and quarterly and annual forecasts.
- Partner with the accounting department in the ongoing financial reporting process, annual audits, and SEC filings
- Create comprehensive quarterly and annual presentations to Board of Trustees
- Perform competitive market analysis and economic research to maintain a thorough understanding of market fundamentals
- Directly assist CFO and other senior executives on all strategic and ad hoc matters

### Education and Experience:

- Bachelor's Degree required
- MBA, Masters or CPA preferred
- Eight to ten (8-10) years progressive experience in hospitality, accounting or similar industry
- Comprehensive understanding of real estate financing terminology; Hospitality experience highly preferred but not required
- Prior experience within a publicly traded company preferred
- Proven track record of success in a finance role, ideally in an entrepreneurial company
- Ideal candidate will have strong operating finance experience as well as financial analysis experience
- Comfort in dealing with senior levels of the Company. Must demonstrate leadership skills required to build trust and competence, drive continuous improvement of processes, and assist the executive management team in maximizing shareholder value

### Skills:

- Possesses superior communication skills, both oral and written
- Results oriented, strong interpersonal skills and self-starter
- Ability to assume increasing responsibilities in a rapidly changing environment with an expanding company in growth mode

- Possesses strategic perspective, sound business judgment, deep analytical capabilities, and a collaborative working style
  - Must have advanced or expert skills in Microsoft Power Point, Microsoft Excel, Financial Modeling, Cash Flow Valuation, and Scenario/Sensitivity analyses
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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

*A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*