

MUNICAP, INC.

— PUBLIC FINANCE —

Public Finance Associate, Research Editor

Job Description

WHO WE ARE

MuniCap, Inc. is a leading public finance consulting firm established in 1997 that specializes in developing and implementing creative approaches to funding public infrastructure, facilities, and services for economic development and urban redevelopment projects, usually involving public-private partnerships.

- Headquartered in Columbia, Maryland with satellite offices in Richmond, VA, Charleston, SC, Pittsburgh, PA, and Dallas, TX
- Experts in real estate development public finance and public-private partnerships
- Provide consulting services to real estate developers and public agencies
- Provide financial and management oversight related to municipal bond programs
- Completed over 145 financings totaling over \$6.6 billion

WHAT WE DO

MuniCap's primary role is to assist developers and public agencies in developing, implementing and managing public financing plans to create successful public-private partnership development projects. MuniCap's role is to facilitate tax increment and special tax bond financing through bond issuance, our "consulting services", as well as to complete the corresponding compliance after bond issuance, our "administrative services".

Consulting Services

- Policy and Finance Program Development
- Project Feasibility and Pro-Forma Analysis
- Fiscal & Economic Impact Analysis
- Capital Markets/Financing

CAREER OPPORTUNITIES

We are currently seeking candidates with a bachelor's degree or MBA with a concentration in Real Estate Finance, Finance, and/or Economics coupled with an English major or minor to join our consulting team. In this role, you will interact closely with local government agencies, real estate developers, and investors. The primary role will consist of analytical research and preparation of reports required by investors in the bond market.

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Typical daily tasks include:

- **Preparation of summaries, reports, and PowerPoints related to financial analyses**
- **Preparation of tax assessment, collection, and appeals research**
- **Preparation of TIF applications and related research**
- Oversight of multiple large scale, catalytic real estate projects and associated clients
- Preparation of economic and fiscal impact analyses and related research
- Preparation of financial projections related to project feasibility
- Valuation of real estate applying the three standard approaches to value
- Analysis of bond and debt financing structures
- Review and interpretation of bond and legal documents
- Review and understanding of market studies, appraisals, and engineer reports

Requirements:

- Bachelor's degree in Real Estate Finance, Finance or Economics, GPA of 3.5 or higher
- Bachelor's degree or minor in English, GPA of 3.5 or higher
- Excellent writing skills
- Proficiency with Microsoft Word, Excel and QuickBooks preferred
- Attention to detail, organization and time management
- Strong communication skills

Preferred but not required:

- Real estate, development or municipal securities experience
- Series 50 exam
- CFA exam

MuniCap provides a competitive compensation package, including employer paid healthcare, dental, and ancillary benefits, flexible hours, and paid vacation.

Job Type: Full-time