



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Credit Analyst
Division: Fiscal
Location: Springfield, Illinois
Salary: Commensurate with experience
Work Hours: 8:30 A.M. – 5:00 P.M.

Overview: The Credit Analyst will provide direct support to the Deputy Director of Credit Risk Analysis in assessing, monitoring and reporting on the credit exposure within the investment portfolios of the State Treasurer's Office. The analyst is tasked with assessing the creditworthiness of prospective and existing counterparties, which includes scrutinizing financial data and analyzing credit reports. In addition, the analyst must be able to summarize the data analysis findings to form a written and verbal recommendation to management. Attendance is an essential function of this position.

Duties and Responsibilities:

- Conducts credit risk assessments of prospective and existing counterparties, including the ability to analyze companies, security brokers/dealers, industries and economic markets.
- Ability to conduct in depth company research. Such information will come in the form of SEC reports known as 10-Q or 10-K, financial publications such as The Wall Street Journal, or proprietary databases that offer business information like Hoovers.
- Analyze financial records of counterparties to extract the necessary data to complete the qualitative analysis portion of a quarterly or annual review.
- Generate financial ratios using existing spreadsheets to evaluate peer industry group financial performance.
- Prepare the qualitative analysis portion of a review that incorporates all significant financial information and operational factors.
- Twice a month will present completed reviews to the Credit Risk Subcommittee in a clear and concise manner.
- Supports the operations of the Credit Risk Unit in the development, implementation, and communication of credit risk related policies, procedures and strategies.
- Maintains a comprehensive understanding of the Illinois State Treasurer's Investment Policies and the Procedural Guidelines for Evaluating Risk in Portfolio Investments to ensure effective analysis, reporting, and compliance.

Specific Skills:

- Read, analyze and interpret business financial statements.
- Exceptional communication aptitude, both written and verbal.
- Competence to prioritize effectively and pay attention to detail.
- Maintain satisfactory working relationships and become involved in group tasks.
- Efficient with database applications and spreadsheets (intermediate MS excel skills required).

Education and Work Experience:

Bachelor's Degree (Accounting, Finance or Business-related); 0-2 years of experience in areas of investment risk management, credit risk analysis, statistics, quantitative risk management or a related field; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to:

Director of Human Resources & Equal Employment Opportunity @ HR@illinoistreasurer.gov
http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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