



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

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

Overview: The Senior Investment Analyst is responsible for assisting in conducting investment due diligence, analysis and monitoring external program managers and investment funds in assigned investment programs of the Treasurer's Office. This position will utilize best practices to continually measure investment performance, evaluate externally managed investment programs and advise senior management as to the performance of each program. The Senior Investment Analyst interacts with many divisions within the Treasurer's Office in the interest of achieving underlying investment objectives. Attendance is an essential function of this position.

Duties and Responsibilities:

- Measures and evaluates investment performance results of approved external investment managers.
- Assists in investment and operational due diligence, conducting extensive qualitative and quantitative due diligence of prospective and approved external managers.
- Assists in design of investment framework, investment options, and underlying investment funds for assigned investment programs.
- Conducts research on the latest industry language and standards regarding information technology, privacy and security
- Contributes to the production of memos, standard operating procedures, analytical spreadsheets/visual representations and other special projects
- Communicates and advises the Chief Investment Officer as to the performance of each investment manager, creating reports, summarizing findings, and presenting analyses to senior management in a clear, concise, convincing, and actionable format.
- Assist in performing timely review of monthly, quarterly, annual and special reports issued by program managers to ensure the completeness and accuracy of the content, and to ensure that senior management are well-positioned to assess the effectiveness of investment and program manager performance.
- Conducts research on the latest industry language and standards regarding information technology, privacy and security.
- Maintains a comprehensive understanding of the investment policies of the Treasurer's Office, relevant statutory requirements, and other pertinent operating guidelines to ensure effective analysis, reporting, and compliance.

Education and Work Experience Bachelor's degree in accounting/finance/economics or a related field, required; Master's Degree in business/finance/economics preferred; 0 to three (3) years of experience in areas of financial analysis, investments, finance, project managements and/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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