

Investment Officer

Non-Classified Classification

Idaho State Treasurer's Office

Announcement #

Salary: \$28.85 - \$52.88 per hour, DOE -Plus Competitive Benefits!

Location(s): Boise

Job Type: Full Time

Department: Investment Division

Closing: May 29, 2023

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

General Information:

The Idaho State Treasurer's Office is currently looking for an Investment Officer. This is a full-time position that will help manage fixed income investment portfolios along with assisting in the daily operational duties of the Investment Division.

This position is full time, Monday through Friday, and is located in the Borah Building at 304 N 8th Street, Boise.

How to Apply:

Please submit your resume electronically to: careers@sto.idaho.gov

Thank you for your interest in employment with Idaho State Government!

Primary Responsibilities

- Establish daily cash available for investment (LGIP, IDLE, DBF).
- Research best overnight rates available within parameters and place cash accordingly.
- Enter all trade tickets into the internal accounting system and monitor custodian to make sure trades settle.
- Process daily accounting work and coordinate balancing with the banking division.
- Perform all associated analysis required for investment purchases and sales.
- Research and analysis of economic trends both nationally and internationally.
- Analyze market trends to project or anticipate the effect on portfolio holdings.
- Evaluate strategies for assigned portfolios.
- Recommend changes in investment policy, strategy and procedures as needed to accomplish general objectives.
- Monitor assigned investment portfolios to assure compliance with established policies, guidelines, standards and objectives.
- Assist in reviewing performance of external managers.
- Make recommendations affecting external manager retention or terminations.
- Development and use of cash flow analysis and projections.
- Projection of investment earnings for budgetary purposes.

- Attend professional seminars and explore new concepts.
- Ensure accurate and timely reporting.
- Make presentations to local municipalities and business associates.
- Help process LGIP transactions (contributions, withdrawals, account changes, etc.).
- Serve as a contact for LGIP and DBF participants.
- Process initial paperwork for the School Bond Guarantee Program (ISBG) and follow to completion, working with Investment Accountant.
- Enter new bond issues into internal accounting system for both ISBG and Idaho Bond Bank Authority (IBBA).
- Attend all board meetings and investment team meetings.
- Assist with board meeting preparation.
- Monthly review of portfolio reconciliations prepared by Investment Accountant.
- Other Investment Division projects as assigned.

Minimum Qualifications:

- Bachelor's degree in related field and at least 3 years of investment experience, fixed income portfolio management experience preferred.
- Experience with trading fixed income securities.
- Knowledge and understanding of financial market principles, theories, models, and practices of economics and portfolio management.
- Experience with Bloomberg or comparable systems.
- Proficient with Microsoft Excel, Word and Outlook.
- Strong analytical and problem-solving skills.
- Highly ethical and possess ability to understand fiduciary duty and Idaho statute as it relates to the Investment Division.
- Strong attention to detail.
- Ability to follow written and/or verbal instructions.
- Ability to deal with people in a manner which shows sensitivity, tact, and professionalism.
- Ability to communicate complex and technical information in a simple, clear, and straightforward manner, both verbally and written.
- Ability to prepare financial reports, presentations, and documentation.
- Ability to work both independently and as part of a team in a fast-paced, high-pressure environment with tight time constraints.
- Self-Motivated.
- Good public speaking skills.

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations.