



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Investment Analyst I

The Pennsylvania Treasury Department is looking for a dedicated individual who is interested in a rewarding career in government service, where you serve others and the greater public good every day. The Investment Analyst I will participate in formal and informal training in order to perform investment research and analysis of assigned investment classes and portfolios.

TREASURY DEPARTMENT OVERVIEW

The Pennsylvania Treasury Department is an independently elected office of state government led by the State Treasurer who serves as the department's chief executive and as one of the largest state treasuries in the United States, it employs over 300 people and serves as custodian of more than \$150 Billion. As Pennsylvania's bank, Treasury plays a critical role in state government operations and acts as the custodian, investor, and disbursing officer of the funds of nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, such as helping to make college possible with the PA 529 College and Career Savings Programs; returning abandoned and unclaimed property to its rightful owner or heir; offering individuals a tax-free way to save for disability-related expenses with the PA ABLE Savings Program and providing a head start to education savings with the Keystone Scholars Program.

DESCRIPTION OF WORK

- Participates in formal and informal training to learn investment modeling and quantitative analysis in analyzing and evaluating investment options and strategies.
- Utilizes specialized software to analyze empirical data and produce investment reports.
- Maintains computer databases for investment data needed to conduct analyses in an assigned asset class.
- Conducts research in quantitative strategies and statistical analysis to restructure existing investments as needed.
- Researches and analyzes the relative value of each sector, including yield curve, horizon comparison, rating of securities, interest rate trends and levels, and credit data.
- Compiles results of research and analysis and makes recommendations for present and future values of fixed income securities.
- Drafts investment memos for potential investment opportunities.
- Accesses statistical data bases to collect information needed to produce economic scenarios for investment strategies.
- Participates in studies to evaluate the effects of changes in economic or market conditions.
- Monitors the financial press and keep a track of market trends, opportunities, risks and new investment products.
- Adheres to Treasury's investment philosophy and beliefs related to transparency, accountability, and risk.
- Performs work of a comparable nature.

The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of investment accounting principles and procedures.
- Knowledge of generally accepted accounting principles and practices and the application to investment accounting.
- Ability to analyze investment transactions and reports to prepare financial reports for a variety of investment income categories and asset classes.
- Ability to reconciling multiple sources of investment financial transactions.
- Ability to evaluate, develop, and implement new investment accounting controls and procedures for a wide variety of asset classes.
- Ability to apply investment guidelines in the classifying, recording and reconciling of accounting journal entries and financial activity.
- Ability to communicate effectively both verbally and in writing with senior management, investment managers, consultants, etc.
- Ability to develop an understanding of electronic data processing systems and the interface with investment accounting.

MINIMUM EXPERIENCE AND TRAINING

- A bachelor's degree in finance, economics, accounting, statistics, or a related field; or
- An equivalent combination of experience and training

WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours

Work hours: 7:00AM-3:30PM

Starting Salary: \$48,274

Location: This position is headquartered in Harrisburg. This position is eligible for part time telework schedule of 3 days in the office and 2 days remote. Management may discontinue the telework arrangement at any time, for any reason. In order to telework, you must have a securely configured high-speed internet connection. If you are unable to telework, you will report to the headquarters office in Harrisburg. The location where you perform your telework must be located within the Commonwealth of Pennsylvania.

In addition to the base salary, Treasury offers an attractive benefits package. Benefits include multiple medical plan options; supplemental benefits including prescription, dental and vision insurance plans; retirement plan; optional deferred compensation plan; group life insurance; voluntary insurance programs; and paid leave benefits including vacation, sick and parental.

A perpetual institution, Treasury is proud to engender and facilitate an environment that fosters the personal development, intellectual enrichment, and professional advancement of its

The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.

employees. Treasury is also committed to creating a diverse and inclusive environment and is an equal opportunity employer. All qualified applicants will receive due consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

CONTACT INFORMATION

For immediate consideration, please submit a resume by January 26, 2023, to: Pennsylvania Treasury Department at hr@patreasury.gov. Questions may be directed to Human Resources at 717-787-5979.

For more information about Treasury, visit www.patreasury.gov.

The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.

The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.