

COMMONWEALTH OF PENNSYLVANIA
TREASURY DEPARTMENT

UNION POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A
VACANCY EXISTS AS DETAILED BELOW

- (1) Class Title: Investment Assistant
- (2) Class Code: T6350
- (3) Office: Cash Management & Investments
- (4) Pay Range: 6
- (5)*Last Day to apply for posted positions: May 16, 2019
- (6) Work Hours: TBD
- (7) Work Location: Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/veg
Director of Human Resources

May 9, 2019
Date

*TREASURY EMPLOYEES INTERESTED IN THIS POSITION,
PLEASE COMPLETE THE ATTACHED BID FORM AND EMAIL TO
HR@PATREASURY.GOV.

INVESTMENT ASSISTANT

DEFINITION: The primary responsibility in this position is to provide vital support to the Senior Portfolio Manager and/or Portfolio Manager in executing all approved transactions associated with the Treasury's investment functions.

EXAMPLES OF WORK: Compile, Communicate and disseminate financial data and information directly with brokers/dealers, banks and other financial institutions pertaining to the Fixed Income Market: monetary transactions, rates, bids & offers, pricing, etc.

Record transactions in the Treasury PeopleSoft system for tracking of daily investment activity in Pools and Programs.

Record and maintain monetary balances of all Treasury's internally managed portfolios transactions and activities shared through out the bureau.

Review, reconcile and disseminate various reports to interdepartmental units, governmental, non-governmental agencies and external financial institutions and vendors.

Prepare, process and coordinate all investments activities for archiving and auditing purposes; brokers/dealers confirmations, statements, DTC and Federal Book activities, interest payments, coupon payments, disbursements and receipts, etc.

Input and update data for various investment programs (SIO's Strategic Investments Opportunities) to Treasury's Accounting System (Eagle System).

Compile and submit the best competitive bids and offers benefitting the Commonwealth of Pennsylvania.

Review, monitor and reconcile various monetary transactions and software systems for accuracy to avoid charges and fees and to assure proper receipt of revenue and disbursement.

Must have the ability to multi task and prioritize various functions in a timely and efficient manner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent Communication skills.

Knowledge of Financial Terminology.

Knowledge of Financial Resources: Bloomberg, Standard & Poor, Fitch and Moody's.

Perform complex mathematical computations.

Computer skills: Excel, Microsoft Word