

STATE OF ALASKA
DEPARTMENT OF REVENUE, TREASURY DIVISION

POSITION CLASS TITLE: State Investment Officer
WORKING TITLE: Business Analyst

Position Overview

This position is responsible for providing professional business process analysis of the Treasury Division's financial processes. With the Division's leadership, this position will develop a strategic vision along with the incremental process improvements to achieve the vision. The position will be an expert in Business Analysis processes which might include processes outlined in the International Institute of Business Analysis "A guide to the Business Analysis Body of Knowledge." In addition to Business Analysis processes the position will research and understand the external requirements that must be met by the Division and be able to incorporate business opportunities from entities outside of the Division especially within the Department or within the States.

This position is responsible for investment operation functions including maintaining and utilizing various investment operations systems and databases and working on key projects for the Comptroller. This includes researching and analyzing private and public equity investments to understand the cash flow mechanics, market value components and accounting entries to automate processes and improve controls to ensure that Treasury's accounting and investment systems reflect accurate data and reporting.

Expert knowledge of Business Analysis practice is essential and experience developing business or user specifications for the development of computer applications or systems is desirable. The Division application processes heavily depend upon MS SQL databases and Excel spreadsheets. This position requires working knowledge of investments, trade processing and settlement practices. In addition, this professional position focuses on back-office responsibilities, and daily communication with internal and external parties such as traders, counterparties, accountants, and custodians. Strong reconciliation, problem solving, organization, and ad hoc analysis skills and the ability to think critically are important attributes for this position.

SPECIFIC JOB DUTIES

1. Business Analysis for the Division

- Develop, maintain working knowledge of, and assist staff on systems used to be used for data mining and research. E.g. MyStateStreet, Bloomberg, EXCEL and ACCESS, Yield Book, Charles River, Callan PEP, Moody's Analytics, S&P Capital IQ and others as well custom in-house programs and new programs in the future.
- Document the Treasury Division's current business processes.
- Develop and document proposed process improvement projects
- Develop and document business specification for system improvements or new automated systems
- Manage projects with Department or Contract resources to improve existing systems or develop new systems
- Coordinate testing of new and upgrades to existing software to ensure compatibility with existing systems
- Review of accounting and IT control systems at Custodial Bank and investment managers (done via due diligence visits, review of SOC 1 reports, etc.)
- Work with IT staff, system vendors, subscription providers and financial institutions to improve the use, reliability, security and business process integration of existing third party systems.
- Develop function requirements for bridge applications or processes and oversee the application development and implementation by IT staff, contractors or system vendors.
- Assists with the annual audit.

2. Data Collection, organization, analysis and reporting

- Act as data coordinator/analyst for division
- Identify components of investment data to be analyzed (currently identified data clusters include pricing sources, ratings, cash flows, overdrafts, IBOR vs ABOR data, private market see-through analysis)
- Identify various tools to assist in data analysis

- Develop and compile monthly reports for the Comptroller or other interested parties summarizing items analyzed during the month and corresponding results.
- Perform data mining, cleansing, manipulation, and indexing
- Design method of extracting data and most appropriate methods of data comparisons
- Work with the Departments IT section to Develop and implement processes for ongoing monitoring of data
- Investigate and validate inaccuracies or anomalies identified through data mining and investigate causation. Work closely with portfolio managers, custodian and Comptroller to review, interpret results and determine underlying factors.
- Continually look for ways to make data analysis processes more effective and efficient
- Review statistics related to performance of analytic tools and suggest improvements.
- Analyze compliance with GASB with a focus on derivative and alternative investments
- Coordinate with the custodian or manager on the development, testing, implementation and maintenance of automated data feeds.

3. IT Interface and operations for the division and Miscellaneous

- Act as the lead IT staff/representative for the division and attend all Dept. IT manager meetings as the division`s representative
- Working with the Division`s ASD section, develop, maintain and implement the division`s IT plan
- Working with the Division`s ASD section, develop, maintain and test the division`s disaster recovery plan
- May assist with certain duties of the Investment Compliance Officer in his/her absence
- Participate in due diligence visits as requested by the Comptroller
- Create and maintain written procedures for the Investment Operations Analyst and create/maintain a Desk Manual for the position

This job description reflects the joint effort of the employee and supervisor and provides measurable objectives and standards; and can be modified with the consent and discussion of both parties. It will be reviewed, and potentially revised, as needed and/or as part of the annual performance evaluation process.

Qualifications:

- Bachelor`s degree in Finance, economics, Accounting, Business, Statistics, Natural Sciences or a related field is required, Master`s degree preferred
- Investment experience preferred
- IT experience preferred

This is a full-time, exempt position. The annual salary range is dependent upon qualifications and experience.

How to Apply:

Cover letter, resume and professional references may be submitted to:

State Comptroller
 Treasury Division
 P.O. Box 110405
 Juneau, AK 99811-0405

Or FAX: 907-465-2454

Or EMAIL: scott.jones@alaska.gov