

State Investment Officer – Fixed Income

Position Summary:

In collaboration with the fixed income investment team, this position will conduct research and analysis of fixed income securities and assist in development and evaluation of relative valuation models for various fixed income sectors. The position will also assist the fixed income team in economic research, portfolio analysis, return attribution, and trade operations.

Specific duties are outlined below.

The successful candidate will be expected to become a CFA Charterholder. This is a major commitment. More information about this program can be found at <https://www.cfainstitute.org>

Regular Duties:

1. Fixed income, economic, and capital markets research

- Research and monitor various economic indicators
- Research and analyze capital market data
- Monitor relative valuation across fixed income sectors
- Monitor and evaluate relevant market events and their impact on capital market and fixed income portfolio investments
- Perform industry analysis and fundamental credit research to assist in buy and sell recommendations

2. Portfolio management and monitoring of internally managed fixed income portfolios

- Assist in uploading fixed income holdings and calculating cash position in various fixed income portfolios
- Assist in collecting REPO rates, verifying collateral information/amount, and transmitting REPO tickets
- Monitor fixed income portfolio characteristics: duration position, yield curve exposure, and sector allocation
- Assist in monitoring fixed income portfolios for compliance with strategy and guidelines
- Generate daily cash flow position and 10-day cash projection
- Monitor mortgage TBA exposure and prepare net money instruction
- Maintain fixed income broker list, prepare ad-hoc reports and research as directed

3. Portfolio management and monitoring of externally managed fixed income portfolios

- Schedule and participate in conference calls with external investment managers
- Assist in monitoring and evaluating external managers including investment performance, style, risk characteristics, and portfolio structure
- Monitor external manager's firm structure, organization, and personnel changes
- Communicate investment guidelines and policies to external investment managers
- Monitor manager compliance with contracts, policies, and guidelines
- Assist the fixed income team with external manager contract, fee, and custody account issues

- Work with fund accounting and compliance staff on investment manager issues related to accounting, audits, administration, and compliance

Required Education:

- Bachelor's degree in Capital Markets, Finance, Economics, Accounting, Business, Statistics, Natural Sciences or related field of study

Preferred Qualifications:

- CFA Charterholder
- Experience with fixed income securities and investment
- Experience in analyzing financial statements and developing financial models
- Proficient with Microsoft Office applications
- Experience with Bloomberg, Yieldbook, S&P Capital IQ, and Moody's Financial Metrics
- Team oriented with excellent verbal and written communication skills
- Self-starter and inquisitive with a desire to independently research and develop ideas

How to Apply:

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

Chief Investment Officer
Treasury Division
Portfolio Management Section
P.O. Box 110405
Juneau, AK 99811-0405

Or FAX: 907-465-4397

Or EMAIL: molly.mccafferty@alaska.gov