



Connecticut State Department of Administrative Services

Securities Analyst

Recruitment #191125-0203AR-001

Location	Hartford, CT
Date Opened	11/27/2019 12:00:00 AM
Salary	\$82,961 - \$106,453/year
Job Type	Open to the Public
Close Date	12/11/2019 11:59:00 PM

INTRODUCTION



The State of Connecticut Office of the State Treasurer (OTT) is recruiting for a Securities Analyst position to support the Short Term Investment Fund. Under the general direction of the Investment Officer of Short-Term Investments, you will assist in overseeing the various portfolios managed by the Short-Term team through the research of corporate credit investments and the maintenance of investor records and accounts.

This is a full time (40 hours, Monday - Friday) position centrally located in Hartford, CT. Please note that this position is unclassified and is appointed by the Treasurer in accordance with Section 3-13a of the Connecticut General Statutes.

All applicants must include a resume within the "Resume Tab" of their application with their submission. Please Note: You will be unable to make revisions once you submit your application for this posting to the JobAps system.

Should you have questions pertaining to this recruitment, please contact Ronnell Young at Ronnell.Young@ct.gov or 860-702-3144.

SELECTION PLAN

This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Applicants invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, supervisory references, college transcripts, licensure, etc., at the discretion of the hiring agency.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In the Office of the State Treasurer, this class is accountable for performing as a specialist in the analysis and monitoring of investment securities and state bonds in support of cash management, debt management, pension fund management or unclaimed property activities.

EXAMPLES OF DUTIES

Performs specialized duties in the analysis of investment securities; performs research and develops a data base and files on appropriate markets, industries and companies; analyzes published reports on pertinent economic areas, industries and companies; develops contacts with companies and outside research analysts; evaluates information and data in order to develop and recommend suitable investment ideas to the portfolio manager or to ensure suitability and accuracy of investments made by external investment managers; analyzes and recommends actions on investment proposals; prepares

research reports and recommendations on the investment suitability of real estate equity and fixed income securities and other real estate proposals; performs special research when requested; may determine daily cash availability; may assist Investment Officer in execution of daily trades; may set up and complete daily wire transfers; may assess market value of escheated securities and determine appropriate time to convert such securities to cash; may assist Debt Management Specialists with support for new bond issues including preparation of various schedules regarding state bonds; enters new bonding data and runs reports from the State's Debt Management System; monitors bond fund spending and prepares reports to assist with management of the State's debt portfolio; may assist with preparation of annual reports, legislative analysis, arbitrage and federal compliance with IRS regulations; oversees investments in various escrows; prepares and analyzes debt service budgets and fiscal year cash flows; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of investment accounting; knowledge of governmental accounting; knowledge of basic securities and bond analysis theory; knowledge of economic forces and their impact on companies and securities and bond prices; analytical skill; oral and written communication skills; interpersonal skills; considerable ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Seven (7) years of experience with a brokerage firm or other financial institution as a securities research assistant, personal financial planner or analyst/accountant dealing with complex financial transactions.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. College training with a major in business administration or a closely related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Business Administration or a closely related field may be substituted for one (1) additional year of the General Experience.

PREFERRED QUALIFICATIONS

- A minimum of 5 years of investment, finance, accounting or related business experience required.
- Investment experience related to fixed income.
- Demonstrated analytical and quantitative skills and proficiency with excel preferred.
- Ability to work both independently and as a team member.
- Ability to generate both qualitative and quantitative independent analysis.
- Ability to independently prioritize multiple task, plan and manage projects in their entirety and ensure they are delivered on time.
- Excellent verbal and written communication and presentation skills, including the demonstrated ability to articulate ideas and issues clearly to a variety of audiences.
- Ability to prepare and/or edit complex reports involving logical and quantitative analysis.

Education

Candidates should have a Bachelor's degree from an accredited four-year college or university with major coursework in business administration, finance, accounting, economics, or a related area.

An advanced degree in finance, economics, or a related field or an investment certification such as the Chartered Financial Analyst designation (CFA) is preferred.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.


Click on a link below to apply for this position:

Fill out the
Supplemental
Questionnaire
and Application
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Internet.



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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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