

INVESTMENT AND FINANCIAL SERVICES SPECIALIST

(Employees' Retirement System)

THE PURPOSE: Assist Employees' Retirement System management in providing the data needed to make appropriate investment decisions, assist in the analysis of the investment portfolio and special projects, manage the cash flow and monitor the balances of the \$5.2 billion Pension Fund.

ESSENTIAL FUNCTIONS:

- Prepare reports for management, the Employees' Retirement System Board and its sub committees regarding investment performance.
- Provide financial analytical support to the payment of fees and the financial accounting of the investments.
- Analyze the investment portfolio, portfolio strategy, and potential changes to the strategy.
- Assist in the analysis of one or more asset classes such as equity, fixed income, real estate or other.
- Within each asset class, monitor and research individual portfolio managers' holdings, performance, risk level, and guideline compliance.
- Help answer inquiries and requests of the Employees' Retirement System Board, Investment Committee or other appropriate organizations.
- Research Employees' Retirement System investment managers, market trends, and asset classes.
- Reconcile portfolio returns to custodian and consultant data.
- Respond to requests for information i.e., surveys, investment information.
- Monitor the Fund's cash balances and investment manager balances daily.
- Other duties and special projects as assigned.

MINIMUM REQUIREMENTS:

1. Bachelors Degree in Finance, Accounting, Business or related fields from an accredited college or university.
2. One year of professional experience analyzing investment and financial information.
 - ❖ NOTE: Equivalent combinations of education and experience may also be considered. For example, a related Master's degree or completion of CFA Level 1 may substitute for the one year of required experience.
3. Financial, investment, and quantitative analysis background.
4. Proficiency with spreadsheets, word processing and numerical software.
5. An understanding of investment vehicles, portfolio theory, and the investment process.
6. The successful candidate is expected to enter and complete the Chartered Financial Analyst (CFA) examination program.
7. Residency in the City of Milwaukee within six months of appointment and throughout employment

KNOWLEDGE AND SKILLS REQUIRED:

- Self-directed and well organized.
- Strong interpersonal skills.
- Ability to prepare executive summaries and other written communications for senior management, the Employees' Retirement System Board, its sub committees and other appropriate organizations.
- Honesty and integrity.
- An understanding of financial controls, investment accounting, and investments systems is desirable.

CURRENT SALARY RANGE (06) IS: \$48,257 – \$67,566 annually.