

The Pennsylvania Treasurer, one of three independent elected statewide officials, has an opening for a Portfolio Manager in the Bureau of Cash Management & Investments

DEFINITION : This is professional position as a Portfolio Manager who works under the direction of Chief Investment Officer. The primary purpose is to identify opportunities, within the stated Investment Policy(s), and direct the execution of investments for a number of Investment Pools and Programs, with portfolios ranging in size from \$500M to \$12B. Securities approved for investment would include but not be limited to ETFs, Fixed Income securities, Government Bonds, Commercial Paper, Certificates of Deposit, Money Market Funds, and Repurchase Agreements.

The position supervises the day-today operations of a staff of three Investment Assistants and an Investment Analyst.

EXAMPLES OF WORK:

Execute and direct the daily investment transactions and the allocation of fixed income securities on the basis of competitive rates, credit rating, compliance and cash flow to enhance the rate of return for the Commonwealth's investments.

Coordinate with other Bureau Divisions, and as necessary other Agencies, to review and monitor investment funds and adherence to Investment policies, statutes and guidelines established by and not limited to the Pennsylvania General Assembly, Auditor General, Internal Audits, Comptroller's Office, Governing Boards, and external auditors.

Assist with the formulation, preparation and implementation process pertaining to investment policies, Strategic Investment Programs (SIO's), contracted third-party Investment Manager Services, and various financial agreements.

Coordinate efforts with Treasury's Investment Advisor for regular and ad-hoc Investment Manager reviews, performance attributions, allocation reviews, and economic/market analysis.

Utilize industry tools and services, such as Bloomberg, PNC Advisors, FactSet, to model, execute, and track specific Portfolio investments.

Evaluate Investment Manager due diligence data, for external managers.

Monitor cash flow projections and forecasting reports for impact on portfolios/allocations.

Research and analyze various economic and financial resources to identify new market opportunities, trends, new investment contacts, and improved cash flow forecasting.

Perform/review the reconciliation between various accounting systems and financial statements for daily, monthly and fiscal year timeframes.

Communicate instructions to staff related to changes in existing policies, contact information, and system changes.

Supervise, delegate and assign general and specific job responsibilities to rank and file staff consisting of three Investment Assistants.

Serve as a liaison to both internal and external governmental agencies, brokers/dealers, vendors, and various financial institutions.

Prepare investment summaries and economic commentary for both internal and external distribution via reports and/or presentation at periodic Board/Committee meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES :

Knowledge of investment products across a number of sectors and styles, including but not limited to Fixed Income, Equity, Alternatives, and/or Cash & Cash Equivalents.

Knowledge of economic indicators and the ability to communicate their effect on Treasury's portfolios.

Ability to manage daily investment activity for multiple portfolios within the established guidelines, policies, and timeframes.

Ability to assist with the preparation and review of reports and statements of financial data.

Ability to analyze and interpret statistical information and communicate investment analysis.

Working knowledge of financial data sites including Bloomberg, FactSet, S&P, Fitch, Moody's, eVestments, and other industry-related tools.

Advanced proficiency with Microsoft Excel, and other Office software including Word, PowerPoint and Outlook.

MINIMUM EXPERIENCE AND TRAINING :

A Bachelor's degree or higher

Five or more years of progressively responsible and varied experience in management or staff work in a finance/investment related field.

MBA or CFA designation, or progress toward that achievement is desired, but not required.

Treasury is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, ethnicity, age, handicap or disability, uniformed military status, veteran status, marital status, sexual orientation, genetic information, gender identity, or any other classification protected by law.