

JOB TITLE: Portfolio Manager

Overview: The City Treasurer's Office is seeking candidates for the position of Portfolio Manager.

About the Treasurer's Office: The City Treasurer is Chicago's primary financial steward and as such serves the City's residents, businesses, and employees in three functions: as an investor, banker, and advocate. As an independently elected citywide official, the City Treasurer is accountable to all 2.7 million Chicagoans. As Chicago's investor, the City Treasurer is responsible for managing the City's approximately \$9 billion investment portfolio and charged with appropriately balancing risk, returns, and liquidity needs for funding the City's day-to-day operations. As Chicago's banker, the City Treasurer receives all money belonging to the City and is responsible for maintaining records and accounts while also providing reports on the state of the City's finances. As Chicago's advocate, the City Treasurer leads numerous programs that promote financial education and small business growth in Chicago's neighborhoods.

Role and Responsibilities

- Position Description: Treasury Analyst- Managing payments and transfers, cash flow projections, investment research, and ESG research.
- 1. Tasks as Payment Manager**
 - Validate and approve cash transfer requests.
 - Submit/release transfers between internal and to external parties.
- 2. Cash Flow Projections**
 - Retrieve and clean data to model expected cash flows
- 3. Investment Research and Reporting**
 - Construct fixed income issuers' credit profiles
 - Portfolio ratings reporting
 - Monitor Credit migration
 - Interfund sales report to the comptroller
- 4. ESG Research**
 - Retrieve and archive ESG research
 - Quarterly and annual ESG reporting
 - Monitor climate impact of portfolio
 - Monitor thematic investments

Education, Experience, and Qualifications: Business Degree, preferably focused in Accounting or Finance. GAAP knowledge is required; additional knowledge in GASB, FASB, and Modified Cash-Basis Accounting preferred. Expert MS Excel knowledge required. Competent in statistics software packages.

OFFICE OF THE
CITY TREASURER
CITY OF CHICAGO

Residency Requirement: All employees of the City Treasurer's Office must be residents of the City of Chicago. Therefore, all candidates must already live within the City Limits or be willing to relocate.

Other Requirements: This position is currently on site.

Salary and Benefits: \$65,000-\$79,000

Closing Date: August 27th, 2021

Instructions: To request more detailed specifications or to apply, interested candidates should send their resume and cover letter to:

Tyler Scherer

City Treasurer's Office

121 N LaSalle St, Room 106

Chicago, IL 60602

OR

Tyler.scherer@cityofchicago.org