

## Job Description

**Job Title:** Investment Analyst - Cash Security Lending  
**Reports To:** Sr. Portfolio Manager – Securities Lending/Cash  
**Department:** Securities Lending/Cash Management  
**Division:** Investments

**Pay Range:** INV06  
**FLSA Status:** Exempt

**SUMMARY:** This position actively participates in the implementation of short-term investment strategies, monitors portfolio characteristics in accordance with guidelines, provides appropriate reporting, and monitors cash management and securities lending programs. The analyst is responsible for ongoing monitoring of the cash management and securities lending programs.

### ESSENTIAL FUNCTIONS:

1. Develops and maintains knowledge of short-term markets and actively participates in the management of short-term portfolios.
2. Assists in the development of financial models to aid in the investment of short-term portfolios and securities lending activities.
3. Conducts research and analysis on securities and markets to aid in investment and trading activities for cash management and securities lending.
4. Serves as contact with the broker community for securities lending trading of Treasuries, Agencies, MBS securities, and Corporate Bonds.
5. Monitors short-term portfolio characteristics and performance, and compiles reports relating to short-term portfolios as necessary.
6. Assists in managing securities lending performance with systems available internally and externally, and with the securities lending agent.
7. Develops and maintains knowledge of securities lending markets.
8. Researches and recommends enhancements to the cash management and securities lending programs.
9. Assists and actively participates in the implementation of enhancements to the cash management and securities lending programs.
10. Conducts daily monitoring and ongoing reporting of securities lending program and agents.
11. Assists with or leads projects related to short-term, securities lending, and/or the Investments Division.
12. Assist in the development and implementation of the securities lending strategy and serves as contact for the trading of internal lendable securities.
13. Performs other duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS\*

#### Education

• High school diploma or GED	• <input checked="" type="checkbox"/> Required
• Bachelors in related field	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Master's Degree	• <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred

☒ Direct relevant experience can be substituted for education (if applicable)

• 4 years of related experience in addition to the requirements in the Experience section below
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#### Qualifications

• Strong organizational and time management skills	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Able to work independently with minimal direction	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

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<ul style="list-style-type: none"> <li>Strong multi-tasking and time management skills</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred</li> </ul>
<ul style="list-style-type: none"> <li>Ability to work corroboratively in group settings using effective interpersonal, verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred</li> </ul>
<ul style="list-style-type: none"> <li>Strong analytical and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred</li> </ul>

### *Experience*

<ul style="list-style-type: none"> <li>3 Years of Investment Experience</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred</li> </ul>
<ul style="list-style-type: none"> <li>1 Year of Institutional Cash Management Experience</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred</li> </ul>

### *Certifications/Licenses*

<ul style="list-style-type: none"> <li>Chartered Financial Analyst (CFA) or Chartered Alternative Investment Analyst (CAIA) (or progress towards completion) strongly desired.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred</li> </ul>
<ul style="list-style-type: none"> <li>Registration and licensure with the State of Ohio Security Commission required. Within six months of hire, the candidate must meet the eligibility requirements to be licensed as a State Retirement System Investment Officer (SRSIO), which requires either:               <ol style="list-style-type: none"> <li>Having achieved a passing score on one of the following:                   <ol style="list-style-type: none"> <li>Series 63 exam administered by the Financial Industry Regulatory Authority (FINRA)</li> <li>Series 65</li> <li>Series 66</li> <li>Level One of the Chartered Financial Analyst designation, or</li> </ol> </li> <li>Earning and being in good standing with the organization that issues any of the following credentials:                   <ol style="list-style-type: none"> <li>Chartered Financial Analyst</li> <li>Chartered Financial Consultant,</li> <li>Chartered Investment Counselor</li> <li>Certified Public Accountant with a personal financial specialist designation</li> </ol> </li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred</li> </ul>

### *Physical Requirements\** (if applicable)

<ul style="list-style-type: none"> <li>Select Physical Requirement</li> </ul>
<ul style="list-style-type: none"> <li>Other:</li> </ul>

**\*Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.**  
**If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR**

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**DISCLAIMER:** *The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.*

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