



Dean Martin
Treasurer

OFFICE OF THE
State Treasurer

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Credit/Portfolio Analyst (Program & Project Specialist I)

Location: Phoenix – Arizona State Capitol

Salary Range: \$30,204 - \$51,560

Position Description:

The Arizona State Treasurers Office (“ASTO”) has announced a search for a credit/portfolio analyst. The successful candidate will be working with a small team (total of 4 persons) responsible for performing fundamental research, analysis, and documentation on current and potential investment holdings in excess of \$12.2 billion. In addition, the position will support the portfolio managers with internal trading analytical systems support, internal and external report generation, credit file maintenance, customer contact support, compliance requirements, daily portfolio exposure assessments, custodial bank/broker issue reconciliations, organization of trade documentation, total fund performance analysis, and special research projects. This position serves at the pleasure of the state treasurer (exempt/uncovered) and requires constant interaction/communication with various departments within the ASTO.

Salary commensurate with experience.

Skills/Background:

A BA or BS degree in finance, economics, or other related field is required. CFA/MBA preferred. Successful candidate will have strong critical thinking, communication, and interpersonal skills. A basic understanding of institutional investment management, investment analysis, and financial markets theory is required. Prior institutional fixed income credit analysis experience desired; other relevant experience considered. Strong computer/systems skills required; Bloomberg experience a plus. Ability to synergistically work in a team environment is a must.

This position will be open until filled.

Interested candidates should submit a resume, cover letter, and salary history to:

Tim White
Chief Investment Officer
Investment Division
Arizona State Treasurer’s Office
State Capitol, West Wing
1700 West Washington Street
Phoenix, Arizona 85007
[Email: timw@aztreasury.gov](mailto:timw@aztreasury.gov)