

ROBERT SPRAGUE

OHIO TREASURER

<u>POSITION:</u>	Finance Manager
<u>DEPARTMENT:</u>	Investments
<u>CLASSIFICATION:</u>	Unclassified; Exempt
<u>SALARY:</u>	\$65,000 - \$75,000 annually

ORGANIZATION & DEPARTMENT:

The Office of the Ohio Treasurer is responsible for, among other things, managing, collecting, and protecting state financial assets. The Treasurer's Office's Investment Department oversees the investment of more than \$30 billion in assets across the State Treasury, State Treasury Asset Reserve of Ohio ("STAR Ohio"), and the Ohio Lottery Deferred Prizes Trust Fund. The Treasurer's Office manages these portfolios in accordance with three objectives, in order of priority: safety of principal, liquidity, and yield.

The State Treasury's Liquidity Fund is invested primarily in money market instruments, including treasury bills, discount notes, commercial paper, repurchase agreements, money market mutual funds, and bank deposits. The State Treasury's Long-Term Funds are invested primarily in U.S. treasury and federal agency obligations, and investment grade corporate bonds with maturities between two and five years.

STAR Ohio is a statewide local government investment pool managed and administered by the Treasurer's Office. STAR Ohio's management strategy is similar, but not identical, to that of a registered money market fund. The Treasurer's Office manages the fund to maintain S&P's highest rating of AAAM. Participants utilize STAR Ohio as a short-term investment option.

JOB DESCRIPTION:

Support management of the Investment Department's operations. Perform daily functions and coordinate activities for one or more investment portfolios, including State's Liquidity Fund, Long-Term Funds, and/or STAR Ohio. Depending on the portfolio, responsibilities include security analysis, execution of investment trades, cash forecasting and management, and development and implementation of investment strategies. Monitor investment portfolios, including reporting on performance, exposures, and analytics. Develop and maintain knowledge of financial markets. Perform sophisticated analyses, including credit research, and recommend appropriate actions. Prepare complex documents, publications and/or reports, including for rating agencies and auditors. Serve as a contact for internal and external parties, including custodians, brokers, and advisors. May make presentations to external groups. Assist with training less experienced staff. Other projects and responsibilities, as assigned.

MINIMUM QUALIFICATIONS:

BS in finance, economics, accounting, business administration or related field from accredited university (MBA preferred); two to five years of investment experience preferred. Desired characteristics include strong organizational skills and attention to detail; ability to define problems, collect data, establish facts and draw valid conclusions; ability to develop complex reports and handle sensitive external communications. Bloomberg terminal experience preferred. Must obtain certification (such as CFA or CTP), advanced degree or other credentials within four years to remain in the position.

TO APPLY:

Please send cover letter stating your intention to apply for this position. Please include your credentials and relevant experience that you feel makes you the best candidate for the job as well as your resume to Apply@tos.ohio.gov. Thank you for your interest in this position and in serving Ohioans.