



## Investment Analyst, Junior - Investment Operations Investment Analyst, Junior

Travel Required: No

Salary Range: \$36.70 - \$49.51 / hourly; \$76,629 - \$103,376 / annually

Telework Eligible: Yes, up to 3 days per week

### About the Opportunity:

The Investment Analyst, Junior – Investment Operations will work across the Minnesota State Board of Investment's (SBI) Financial Services and Operations team, performing functions centering on investment reconciliations, money movements, and investment reporting. The successful candidate(s) will work with senior Financial Services and Operations staff to ensure that reporting and analysis of the daily net asset value (NAV), daily unit price, money movements, and back- and mid-office investment functions are completed in a timely and accurate manner.

### Qualifications:

#### Minimum Qualifications –

- Bachelor's degree in accounting, finance, or a closely related field.
- Two years of investment accounting or investment operations experience.
- Excellent organizational skills and ability to handle and prioritize multiple tasks.
- Ability to effectively communicate orally and in written form with a wide variety of professionals and various levels of an organization.
- Strong attention to detail and emphasis on producing a high-quality work product.
- Advanced knowledge and experience with Microsoft Excel.
- Willingness to pursue the CFA Institute Investment Foundations Certificate.

#### Preferred Qualifications –

- Four years of investment accounting or investment operations experience.
- Experience working for a public pension fund or private financial services institution.
- Experience with foreign market opening and tax documents.
- Experience in accounting for alternative investments.
- Experience in accounting for derivatives.
- Experience with complex allocation calculations.

### Additional Requirements:

It is the policy of the State Board of Investment that all employees submit to a background investigation prior to employment. The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past State employees only)

- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification
- Driver's License Check

The State Board of Investment will not sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

### **Why Work for Us:**

The State of Minnesota also has over [100 state agencies](#), so the possibilities of serving our great state through a multitude of programs and roles are endless! The State of Minnesota also has our own [Enterprise Talent Development](#) department to keep your skills and knowledge sharp. You may also qualify for [Public Service Loan Forgiveness](#), which forgives the remaining balance of your student loans after 120 qualifying monthly payments!

What's also great about this job is the competitive wage and [comprehensive benefits package](#) including low cost/high value medical and dental insurance, employer paid life insurance, retirement plan, health care savings plan, generous vacation and sick leave, paid holidays, and numerous tax-deferred benefit options (e.g., 457B investment plan, long and short-term disability plans, etc.). Benefits offered are:

- Medical and dental insurance
- Life insurance
- 11 paid holidays per year
- Parental leave
- Pension and retirement saving plan
- Vacation and Sick leave
- Long and short term disability insurance

### **About the Minnesota State Board of Investment**

The Minnesota State Board of Investment (SBI) develops and implements investment policies and strategies for the state's retirement funds, trust funds, and cash accounts. The statutory mission of the SBI is "to ensure that state and pension assets subject to this legislation will be responsibly invested to maximize the total rate of return without incurring undue risk" (Minnesota Statute 11A.01).

As of December 31, 2023, the SBI was responsible for the management of assets totaling ~\$138.2 billion.



## **Working together to improve the state we love.**

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

## **Benefits**

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

### **Your benefits may include:**

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
  - Fertility care, including IVF
  - Diabetes care
  - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

### **Support to help you reach your career goals:**

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at [studentaid.gov](https://studentaid.gov))

### **Employee Assistance Program (EAP) for work/life support:**

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance

- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

**HOW TO APPLY:**

<https://mn.gov/mmb/careers/>

**Job Posting Number: 76398**

**Posting Closes: 05/21/2024**