

Investment Analyst

DEFINITION

This is specialized professional level work involved in the finance function of concentrating on Investment Management activities.

Employees in this class are responsible for research on internal portfolio structure, security and credit analysis as well as alternative investment strategies such as different asset mixes and investment products or vehicles. Employees provide quantitative and fundamental analysis to support the operations of the Investment Management Unit as a whole, and may act as financial investment specialists.

This position also carries responsibilities related to cash control that include cash collection, reconciliation and distribution of the City's account on a daily basis. Employees are also responsible for development and/or the design of models and systems necessary to compile, maintain and adjust financial investment plans and policies. The work output of employees usually requires a high degree of internal contact, as well as interaction outside the framework of City operations.

This position will work in highly specialized and complex areas and therefore, will co-ordinate and review the work of employees not under their supervision.

The distinguishing features of this class are the overall scope and impact of the work performed as determined by the effect of recommendations on department and/or corporate affairs and the nature of the work assigned.

TYPICAL DUTIES *

Provide investment portfolio analysis, by researching various investment strategies through analysis of current and alternative portfolio structures in support of internally managed investment portfolios, as well as reporting on investment compliance, asset mix and performance.

Support the Fixed Income and Short Term Investment Portfolio Managers by providing quantitative and fundamental analysis, utilizing financial methodology, of opportunities and risks in fixed income securities including governments, corporate bonds, and asset-backed securities.

Support the Cash Control operation through the analysis, verification and distribution of the City's daily cash collections.

Contribute to the daily management of the City's investment program of which a significant portion is managed internally.

Manage the daily cash reconciliation of all bank transactions and each of the cash sites that the City operates.

Work closely with the various members of the Investment Management Unit.

Invest funds on a short-term basis for the internally managed portfolios of the City of Edmonton. Contract sales of investments as required.

Maintain the City of Edmonton's approved list of investments; ensures that all institutions on the approved list continue to meet the City's standards.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of capital market, economic and political forces and their operations.

Considerable knowledge of policies, regulations and legislations which govern municipal investment/borrowing operations.

Considerable knowledge of investment management computer systems.

Good understanding of the Canadian fixed income markets and settlement conventions.

High level of conceptual knowledge of accounting, quantitative and fundamental analysis, principles and practices as they relate to investment management.

Familiarity with the City of Edmonton’s customer operations to ensure that all customer and GL accounts are properly credited and accounted for daily.

Ability to interact with senior finance and other staff within the organization as well as external account managers and investment dealers for the purposes of research and analysis.

Ability to make timely, critical investment decisions within a highly stressful environment.

Ability to prepare various financial statements and reports.

Proficiency in Microsoft Office, including advanced spreadsheet skills.

Strong verbal and written communication skills as well as the ability to exercise a high degree of initiative and work with a considerable amount of independence.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University graduation in Commerce, with a major in Finance or Economics, or a related field;

Completion of Level I of the Chartered Financial Analyst (CFA) program; and

Three years of relevant investment experience.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2052		2053	
Grade	032		034	

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