



## OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

### JOB OPPORTUNITY ANNOUNCEMENT

**Job Title:** Manager of Investment Verification and Clearing  
**Division:** State Portfolio and Banking  
**Location:** Springfield, Illinois  
**Salary:** Commensurate with experience

**Overview:** The Manager of Investment Verification and Clearing is responsible for planning, organizing, directing all aspects of the Investment Verification and Clearing Sections of the State Portfolio & Banking Division according to Illinois law. This position serves as an authorized investment officer of the investment team, which executes daily investments for the Illinois Funds and the State Portfolio.

#### Duties and Responsibilities:

- Supervises the workflow and staff in the Investment Verification Section and Clearing Section.
- Serves as an authorized investment officer for the State and IL Fund portfolios.
- Supports the Director of State Portfolio and Banking in the daily operations of the Investment Verification and Clearing Sections.
- Maintains the integrity of the Illinois State Treasurer's Office Information System as it pertains to the State Portfolio and Banking Division.
- Reviews and approves all investment and clearing transactions recorded daily to the appropriate systems.
- Researches the operational needs of the expanding variety of investment opportunities utilized for use by the Illinois State Treasurer's Office.
- Coordinates the updating of all systems and procedures associated with the Clearing and Investment Verification Sections.
- Monitors the balancing process for all financial institutions serving as safe keepers on behalf of the Illinois State Treasurer's Office to insure the accurate and timely completion of prescribed procedures.
- Works closely with the Illinois Office of the Comptroller in the review of state agency requests for deposit extensions.
- Works closely with Illinois State agencies on electronic solutions for receiving deposits, including EDM, E-pay and ICL.
- Works with senior management in the research, testing and implementation of ways to improve the efficiency of the State Portfolio and Banking Division through the use of new processes, procedures and/or systems.

**Education and Work Experience:** Bachelor's degree in accounting/finance/business or any related field; five (5) or more years of experience in areas of banking with an emphasis in investment and trust operations; two (2) or more years of experience in supervising a small staff; OR any equivalent combination of education and experience that provides the required knowledge, skills and abilities to carry out the duties of the position.

**Certificates and Licenses Required:** CSOP or CPA Certification preferred.

**Application Process:** Send a completed employment application, a letter of interest and resume via email to:

**Deputy Chief of Staff for Human Resources & Equal Employment Opportunity**

**Email:** [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)

[http://illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](http://illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities)

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States.

State Capitol  
Room 219  
Springfield, IL 62706  
Phone: (217) 782-2211  
Fax: (217) 785-2777  
TTY: (866) 877-6013

James R. Thompson Center  
100 West Randolph Street  
Suite 15-600  
Chicago, IL 60601  
Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
Springfield, IL 62704  
Phone: (217) 782-6540  
Fax: (217) 524-3822  
TTY: (866) 877-6013

Myers Building  
One West Old State Capitol Plaza  
Suite 400  
Springfield, IL 62701  
Phone: (217) 785-6998  
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TTY: (866) 877-6013