

Office of the Illinois State Treasurer  
Position Description

**Position Title:** Fixed Income Portfolio Operations Intern  
**Division:** State Portfolio & Banking  
**Domicile:** Springfield

**Position Summary:**

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how government agencies and financial entities work together to provide vital services to the public. The Office of the Treasurer maintains departments including Investment Operations, Banking, Information Technology, Communications, Policy, Scheduling/Advance, Legal, and Unclaimed Property that offer hands-on opportunities to understand how a Constitutional Officer and their staff conduct essential job duties.

**Supervision:**

Reports to the Director of State Portfolio & Banking

**Supervisory Responsibilities:**

N/A

**Duties and Responsibilities:**

- Provides direct support to the Director of State Investments & Banking and divisional staff in executing operations and completing assigned duties to optimize administration of state investment portfolio.
- Participates in the completion of daily operational requirements of the Division which include investment trading, pricing of collateral, completion of daily cash sheets, balancing of funds to the custodian bank, and maintenance of the investment software system
- Produces various internal reports relating to trading and investment performance on a timely basis and the dissemination of the reports
- Assists in completing end-of-day balancing of portfolios to the records of custodian bank and associated reports required upon conclusion.
- Collaborates with divisional staff in ensuring portfolio compliance, including requirements for statutory and/or accounting standards reporting.
- Assists in overseeing economic and investment analysis and review for the strategic planning of investment portfolios
- Conducts research on the latest industry language and standards regarding information technology, privacy and security
- Contributes to the production of memos, standard operating procedures, analytical spreadsheets/visual representations and other special projects
- Assists with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

**Required Skills:**

- Reliable and detail-oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Works well with others in a team environment
- Ability to multi-task and focus in a time-sensitive environment
- Strong written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

**Fixed Income Portfolio Operations Assistant**

**Upon completion of this internship, you will have learned:**

- How investment operations are managed and executed in a governmental setting
- First-hand, real-time knowledge of and experience working with financial markets
- Best practices for investment operations, research, project management, and communications