

Office of the Illinois State Treasurer
Position Description

Position Title: Financial Risk Intern
Division: Fiscal
EEO Category: Intern
Domicile: Chicago

Position Summary:

The Financial Risk Intern provides direct support to the Director of Portfolio & Risk Analytics in researching and reporting financial risk related to the the two investment portfolios of the Office of the State Treasurer. This individual will help with current research projects related to financial risk analysis, that includes quantitative and qualitative work, utilizing best practices of data analysis to ensure results are accurate. Findings are presented to the financial analysis subcommittee bi-monthly. Attendance is an essential function of this position.

Supervision:

Reports to the Director of Portfolio & Risk Analytics

Supervisory Responsibilities:

N/A

Duties and Responsibilities:

- Provides immediate, multifaceted support to the Director of Portfolio & Risk Analytics related to the financial profile of companies the State Treasurer purchases debt from. Such debt can be commercial paper, corporate bonds and and U.S. Agencies.
- Conducts financial analysis of both prospective and existing counterparties, including the ability to analyze companies, broker/dealers, sectors/industries, and other pertinent entities.
- Review the sustainability profile of company to identify financially material issues that are reasonably like to impact the financial condition or operating performance of a company.
- Supports the Director of Portfolio & Risk Analytics in day to day operations as needs arise.
- Performs other duties as assigned or required which are reasonably related to the duties enumerated above.

Specific Skills:

- Quantitative analysis skills
- Strong organizational and analytical skills
- Detail-oriented
- Ability to multi-task and prioritize effectively
- Strong written and oral communication skills
- Strong interpersonal skills with the ability to work in a team environment
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Proficient in Microsoft Excel, Word, PowerPoint, and other pertinent computer programs

Education and Work Experience:

Working toward a Bachelor or Master's degree in accounting, finance, economics or a related field