



Employees' Retirement Fund City of Dallas

INVESTMENT/FINANCIAL ANALYST JOB DESCRIPTION

The Investment/Financial Analyst at ERF Dallas will perform accounting, investment management and analysis work within the Accounting and Investment Divisions at the Employees' Retirement Fund (ERF). Investment work will involve: cash flow and budgeting analysis; execution of private equity capital calls and managing their respective call schedules; schedule quarterly review calls with managers; assist with managing relationships with ERF investment managers and consultant; handle interactions with custodian regarding active manager updates; present relevant information regarding investments to the Deputy Chief Investment Officer (DCIO); and assist in monitoring the investment performance of ERF managers. Accounting work will involve reconciling the custodial bank activity and investment balances to the general ledger; processing administrative invoice and monthly benefits payments; preparing monthly financial statements; assisting managers with the preparation of their annual budgets; processing and reconciling 1099s; assisting with the preparation of the comprehensive annual financial report; and preparing client documents for the external auditors.

This position reports to the Deputy CIO and works under the joint supervision of the Chief Financial Officer and the Deputy CIO, with latitude provided for initiative.

Qualifications:

Bachelor's degree from an accredited four-year college or university with major coursework in business administration, finance, accounting, or related area. A Master's degree in a relevant area may substitute for one (1) year of the required experience. A minimum of five years of full-time professional investment management experience required. Course work/ concentrations in finance and/ or investments a plus.

Work Expectations:

Must be able to: Regularly, reliably, and punctually attend work; work extended hours if necessary; show some flexibility and adaptability toward changes in assignments and work schedules; adhere to ERF internal management policies and procedures; and exhibit work behaviors consistent with ERF core values. Be a self-starter, team-player, and focused on attention to detail while keeping the big picture individual and team goals in view.

To apply:

Please send your resume and cover letter to njsorrell@dallaserf.org. Resumes received by August 15, 2018 or before will have the priority consideration. No phone calls please.