

Senior Bond Analyst Position
Oklahoma State Bond Advisor's Office

There is currently a full-time opening in the Oklahoma State Bond Advisor's Office (the "Office") for a Senior Bond Analyst. The qualified applicant will have a minimum of a graduate degree in either business, public administration, or a related field. Some experience in public finance would be beneficial, but is not required. This is one of three full time positions in the Office, which is located in Oklahoma City.

The Office serves as staff to the Council of Bond Oversight, a five-member body that must approve all bond issues by state departments, authorities, trusts, and public institutions of higher education. Once these issuers obtain approval, the Office works with them to prepare the bond transactions, including providing assistance with selection of the financings teams, bond ratings, document preparation, pricing and closing. The Senior Bond Analyst works directly for the State Bond Advisor and assists that individual with all of the various responsibilities of the Office.

Additional detail on the Office can be found in the "State Bond Advisor's Annual Report for 2013," which can be accessed on the State Bond Advisor's web site at:

www.ok.gov/bondadvisor.

Go to the green menu bar on that site and click on "Annual Report".

This position includes a state benefits package, including paid annual and sick leave, a benefit allowance which employees use to select medical, dental, vision and other coverages, and participation in the Oklahoma Public Employees Retirement System. The salary range is \$45,000 to \$75,000 annually, with initial compensation expected to be in the \$45,000 to \$52,500 range, depending on qualifications.

To apply, please send a letter expressing your interest in the position, with a brief summary of your qualifications to: James Joseph, Oklahoma State Bond Advisor; 9220 N. Kelley Avenue; Oklahoma City, OK 73131. Include a current resume with your application letter that describes your education and work history. Please include at least three references who may be contacted (current employers will not be contacted without your permission). Applications will be accepted until September 24, 2014.