STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER

POSITION ANNOUNCEMENT
Bond Analyst

Starting Monthly Salary Range: $5,000.00 - $5,416.67
Starting Annual Salary Range: $60,000.00 - $65,000.00

* A cover letter and resume MUST accompany application.
* Please attach a copy of transcripts and any certifications to your application.

About The Job:
The Office of the State Treasurer (OST) is an agency of state government created in the Oklahoma Constitution and led by an elected State Treasurer. OST provides banking, investment, debt management, and unclaimed property services for state government with a staff of approximately 46 full time equivalent employees. This position is located at the Oklahoma State Capitol Building.

General Function:
The Bond Analyst position operates within the Debt Management Division of OST and reports directly to the Deputy Treasurer for Debt Management. The Bond Analyst will work closely with both the Deputy Treasurer for Debt Management, on bond issues by state governmental entities, and with the Director of the Oklahoma Capitol Improvement Authority (OCIA), on administration of the OCIA debt portfolio.

Benefits:
State employees enjoy a comprehensive Benefit Package with a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents, retirement savings plan, 11 paid holidays, and longevity payments. Employees are provided a benefit allowance to spend towards their benefits. Employees earn 15 days of vacation and 15 days of sick leave in the first year of employment.

Physical Demands and Work Environment:
Work is typically performed in an office setting with a climate-controlled settings and exposure to moderate noise level. While performing the duties of the job, employee is required to
communicate and move about inside the office. This position requires long periods of remaining in a stationary position and daily use of a computer and phone.

**Essential Functions:**
The functions of this job include but are not limited to:

- Provide support for the Deputy Treasurer for Debt Management on various matters within the Debt Management Division, including staff support for the Council of Bond Oversight, which is responsible for considering applications for all bond issues by state agencies, authorities, trusts, and public institutions of higher education. The Council consists of the State Treasurer, two members appointed by the Governor, one member appointed by the Speaker of the Oklahoma House of Representatives, and one member appointed by the President Pro Tempore of the Oklahoma State Senate.

This may include:
- Preparation of meeting materials and assistance with meeting minutes and roll call votes, as necessary, and oversight of Council approvals, invoices, and other materials.
- Assisting with production of the annual Oklahoma Debt Affordability Study and the Annual Report detailing state debt.
- Oversight of local notice submissions.
- Assistance in communications with credit rating agencies and the preparation of the annual presentation to rating analysts.

Supporting state governmental entities in the planning, structuring, and issuance of debt. Support the Director of OCIA on various tasks. Members of the Authority include the Governor (who serves as Chairman), the Lieutenant Governor (who serves as Vice Chairman), the Director of the Office of Management and Enterprise Services, the Director of the Department of Human Services, the Secretary-Member of the Oklahoma Tax Commission, the State Treasurer, the Director of the Department of Tourism & Recreation, and the Director of the Department of Transportation.

This may include:
- Ensuring that bond proceeds are properly managed, construction funds are spent appropriately, and lease rental payments are received and deposited in accordance with bond documents.
- Tracking proposed legislation related to bond issues.
- Assisting with the bond issuance process, which may include communicating with client agencies and finance team members and reviewing various documents.
- Preparation of meeting materials and assistance with meeting minutes and roll call votes, as necessary.

**Complexity Of Knowledge, Skills, and Abilities:**
- Express ideas clearly and concisely, both orally and in writing.
- Develop and maintain strong relationships among diverse stakeholders, with a professional
demeanor at all times.

- Successfully manage various complex tasks and projects, with a high attention to detail.
- Analytical skills that are required to identify irregularities, find the source of issues, and take corrective action.
- Be highly proficient with PC office software, and Microsoft Office Suite.
- Demonstrate strong analytical, interpersonal, problem solving, and time management abilities.

**Education and Experience Requirements:**

- Completion of a bachelor’s degree in accounting, business, finance, or a closely related field.
- 1-year of directly qualifying and related position experience.
- Experience in the public finance sector or state government is preferred, but not required.

**Special Requirements:**

- Core working hours are Monday through Friday, 8:00 am to 5:00 pm. Some periodic work-related travel and after-hours work may be required.
- All new hire employees are subject to a minimum 6-month trial period up to 1 year.
- This position is at-will and non-exempt.
- This is not a tele-work position.

**Additional Requirements:**

If education, certification, or licensure is required to meet qualifications, applicants must provide documentation with application.

All applicants must be legally authorized to work in the United States without visa sponsorship and are subject to a background check. All applicants will be subject to an authorized credit review as well as BOTH a state & federal background check.

This job description is not designed to cover nor contain a comprehensive listing of activities, duties or responsibilities that are required of the applicant selected for this job. Duties, responsibilities, and activities may change at any time with or without notice based upon agency and division needs.

**The Office of the State Treasurer is an Equal Opportunity Employer.**

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