NOTICE OF EMPLOYMENT OPPORTUNITY

Job Title: Treasury Analyst
Location: Chicago
Department: Treasury
Reports To: Director of Treasury and Capital Management
Position Type: Full time
FLSA: Exempt

Job Overview:
Assists the Director of Treasury and Capital Management (the "Director") in managing the Authority's cash and investments related to general operations and capital financing programs, debt issuance activities, bonds portfolio administration, disclosure compliance, and all other treasury services and operations.

Key Responsibilities:
1. Treasury Operations and Cash Management:

- Support the execution of debt and investment strategies.
- Support the Authority's short-term investments and financing. Seeks to maximize the financial return on all cash balances and investments by evaluating the market return of available instruments detailed in the Authority's investment policy.
- Process payments, bank transfers, and other treasury-related transactions, including departmental purchase orders, bank wires, or other disbursement processing.
- Post banking transactions report, disbursement, and monthly account statements.
- Prepare daily cashflows report, investment and debt portfolio reporting on a monthly, quarterly, and annual basis.
- Support in preparation of cash flow projections for a 12-month outlook period and semi-annually preparation of 3-year cash flow projections.
- Support liquidity sufficiency and optimizing cash flow, including reporting daily cashflows, preparing monthly authority-wide comprehensive and business units specific operating expenses reports, and monthly cash forecast report.
- Coordinates monthly capital fund project draws and expense payments related to the various accounts payable and expansion projects, prepare and reconcile related transaction records with the Trustee.
- Reviews and record all capital disbursements, including verifying proper approvals, budget allocations, project status, and preparation and posting of banking transaction details.
- Assists in monitoring and reviewing Authority debt outstanding and tax collections to identify opportunities for debt service savings or capital funding.

2. Bank Relationships:

- Maintain day-to-day relationships with banks.
- Coordinate the opening, closing, and management of bank accounts.
- Assist in banking operations related activities, including lockbox utilization, automation of cash application data transfers, automated clearinghouse payment, cash handling procedures, automated cash account reconciliations, banking practices optimization and implementation.

3. Reporting & Compliance:

- Ensure compliance with internal policies and external regulatory requirements related to treasury operations and monitor and report on the effectiveness of cash management processes.
- Updates and prepares outstanding debt portfolio report including outstanding capital appreciation bonds report.
- Support the execution of debt financing including assisting in preparing offering documents and closing transcripts related to bond financing transactions.
- Assists in preparing continuous disclosure compliance reports related to the Authority's outstanding debt, when applicable.
- Assist in preparing continuous disclosure compliance reports required by the State related to the Authority's outstanding debt, when applicable.
- Assists in preparing annual updated reports related to Treasury operations for the
- Authority's annual financial audits and Pension retirement annual audits.
- Assists the Director with ad-hoc projects and other assigned duties, including analytical support for various treasury projects and initiatives, assisting the Director with data and insights for strategic decision-making, and supporting the Director in identifying and mitigating financial risks.

4. Forecasting & Budgeting:

- Collaborate with the finance team to prepare and maintain financial forecasts and budgeting.
- Assist in developing long-term cash flow projections and capital structure strategies.

5. System & Process Improvements:

- Maintain, monitor, and improve treasury management processing for effectiveness and efficiency.
- Analyze financial and treasury management procedures and processes, and provide improvements and recommendations.

Qualifications:

- Education: Bachelor's degree in finance, Accounting, Economics, or related field.
- Experience: 2-4 years of experience in a finance or treasury role.

Preferred Qualifications:

- Experience with corporate treasury functions or working in a similar corporate finance role.
- Advanced proficiency in Microsoft Excel and data analysis tools.
- Understanding of financial markets and economic trends.

Personal Attributes:

- High attention to detail and accuracy.
- Strong organizational and time management skills.
- Ability to work under pressure and meet deadlines.
- Team-oriented with excellent communication skills

NOTE: Selection will be based on an evaluation of applicants' training, skills and experience.

Pay
$70,000-$80,000
Job Type
Full-time
Shift Schedule
Monday – Friday
Work setting
In person office environment
Benefits:
Dental Insurance
Health Insurance
Life Insurance
Vision Insurance
Long-Term Disability Insurance
Deferred Comp & Matching
PTO

Please submit resumes and cover letters to HR@mpea.com

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