

Maryland's Largest School District

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Job Description****Senior Analyst, Investments, Mid-Level Entry, 8 hrs., 12 mos., Office of Finance,  
Ad closes 2/3/23**

**Job Specific Information:** This position is a mid-level position with opportunity for advancement within the division. Hybrid work schedule. Flexible starting date. Applicants are encouraged to attach a resume and cover letter for consideration. Annual Salary is 78,467.00, based on the SEIU Salary Schedule, Shift 1 - Longevity 0, Grade 26

**Description****SUMMARY DESCRIPTION:**

Under direction of the director of investments, the senior analyst helps to coordinate the investment activities for the Montgomery County Public Schools (MCPS) Retirement System Trust (pension). The senior analyst also helps oversee investment menu for the MCPS defined contribution plans. The senior analyst will be a key member of the team and interacts with a diverse range of internal and external contacts, including investment managers, consultants, financial advisors, actuaries, and attorneys.

**CERTIFICATE LICENSE:**

None

**KNOWLEDGE, SKILLS, and ABILITIES:**

A strong working knowledge of capital markets, investment theory, and portfolio strategy. Ability to evaluate and oversee external service providers including investment managers, custodian, and investment consultants. Demonstrated ability to analyze and interpret complex investment data and reports and to effectively communicate complex and technical financial information and concepts both orally and in writing. Ability to work independently and manage time effectively. Ability to multi-task and prioritize among time-sensitive tasks. Highly skilled using investment analysis software and Excel. Strong numeric skills. Intellectual curiosity and continual self-development. Ability to acquire knowledge of and meet the seven core competencies of the Supporting Services Professional Growth System (SSPGS).

**EDUCATION, TRAINING, and EXPERIENCE:**

Bachelor's degree from an accredited college or university. Master's preferred. Major in economics, finance or related field preferred. Minimum three to five years of professional experience demonstrating advanced knowledge and competence in asset allocation, public/private markets investment, asset management or investment consulting.

**Job** Finance

**Job Grade:** 26 Optimal Qualified

**Organization** Offices

**Primary Location** Rockville

**Schedule** Full-time | 1.000 (80 hours bi-weekly)

**Working Months:** 12

**Shift** Day Job

**Job Post Date** Jan 6, 2023 - Feb 3, 2023