



Where is the OST Located?

The Office of the State Treasurer (OST) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park, Mt. Rainier, Mount St. Helens and the Pacific Ocean beaches.

OST Profile:

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing

POSITION: Debt Program Analyst

SALARY: \$60,000 to \$72,000 DOQ

LOCATION: Olympia, WA

OPENS: Monday, May 14, 2018

CLOSES: **We are looking to fill this position no later than June 30, 2018.**

Application packets will be reviewed and screened as they are received. Candidates are encouraged to apply early as the OST reserves the right to make an appointment anytime during the recruitment.

The Office of the State Treasurer is seeking candidates for an Analyst position in the Debt Management Division. The position reports directly to the Deputy Treasurer for Debt Management and is exempt from civil service.

We are looking for a candidate with a combination of education, demonstrated work experience and a passion to work in public finance. Successful candidates will have:

- **Excellent Communication Skills**
- **A keen attention to detail and organization**
- **Presentation Skills**
- **Experience using databases and extracting data**
- **Experience analyzing and interpreting financial data**

Scope of Responsibility

This position has assigned responsibility for performing critical analytical and data-intensive functions related to the state's issuance of debt to fund capital projects. Responsibilities include providing technical assistance and analysis related to debt activities undertaken by the division, including official statements, contracts, compliance reports, database development and management, statistical analysis and financial reporting. Work with state agencies, local governments, legislative staff, bond counsel and financial advisors regarding the issuance of bonds and other obligations.

The position incumbent will be provided extensive training to support these functions: on topics including financial markets, fixed income mathematics and financial market software, as well as the legal, statutory and regulatory framework for debt issuance.

communication. For more information, please visit our website at: <http://tre.wa.gov>.

OST Offers...

- The state of Washington comprehensive benefits package that includes health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The OST is committed to the practice of equal employment opportunity and non-discrimination. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Nadine Sordahl, OST Human Resource Office, at (360) 902-9009 or fax (360) 704-5149, or via email to nadine.sordahl@tre.wa.gov

Special Note:

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

Essential Functions

Bond and Financing Leases

- Work with others to regularly update and analyze data on the state’s debt and financing leases. Develop and present debt related analysis, reports and data as requested by management, staff and state agencies.
- Share responsibility for managing all aspects of the issuance of the state’s debt, including planning, sizing and structuring bond issues. Share responsibility for reviewing bond documents and executing bond sales.
- Develop technical expertise to review complex finance models for significant project financings.

School Bond Guarantee Program

- Take primary responsibility for managing all aspects of the School Bond Guarantee Program, including the review of applications, issuance of certificates of eligibility and management of the database of guaranteed bonds.

Legislative and Administrative Process

- Participate in the legislative process regarding legislation that affects government municipal finance and agency debt policy. Respond to requests for information from legislators, legislative staff, committees, state agencies and local governments.
- Acts as a liaison between the Office of the State Treasurer, state agencies, local governments and other professional organizations to communicate regulations and standards related to debt financing. Participates in financial training for other state agencies.

Desirable Qualifications

- A bachelor’s degree in business administration, finance, economics, mathematics or allied field; and two years of relevant professional experience.
- Facility with using a large database and extracting data for Excel/Power Point presentations.
- Excellent analytical, written, oral presentation and organizational skills.

To apply for this position go to the Office of the State Treasurer's website at:

<http://www.tre.wa.gov/aboutUs/careers/jobOpenings.shtml>

To be considered for this position, please submit:

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications noted above. (no more than two pages).
- A chronological resume with employment dates included and a list of references.
- A completed OST application form with valid contact information for previous employers.

NOTE: Candidates who are scheduled for an interview will be requested to provide a list of references at the time of their interview.

Send materials to:

Submit materials by email (preferred), fax, or postal service to:

Office of the State Treasurer
Attention: Nadine Sordahl
P.O. Box 40200
Olympia, WA 98504-0200

email: nadine.sordahl@tre.wa.gov

or fax 360-704-5149

Application materials will be screened for the purposes of determining who will be selected for an interview.

Special Note:

Applicants who are determined to be finalists will be required to undergo a thorough background check as part of the pre-employment selection process.

If you have any questions regarding this recruitment, please contact Nadine Sordahl at the email address above.