**Municipal Credit Analyst**

**New York OR San Francisco**

**Overview**

We are looking to hire a Fixed Income Credit analyst to join the Fixed Income Credit Group of First Republic Investment Management. The role requires performing fundamental research on municipal bond issuers, along with related credit monitoring functions.  Research is both qualitative and quantitative in nature. Work product includes written pieces, statistical analysis, as well as periodic reporting.

**Responsibilities**

* Analyze municipal credits throughout the credit spectrum in multiple sectors.
* Interpret market and policy developments and their impact on holdings.
* Promptly respond to trader and portfolio manager requests.
* Review new accounts; coordinate with balanced PMs and fixed income traders on credit-related sells.
* Conduct municipal portfolio credit reviews.
* Prepare monthly "Credit Committee" materials with Group and participate in presentation.
* Assist in preparation and presenting of quarterly reporting for FRB Bank Portfolio, including reporting utilized by bank managers.
* Attend client review or prospect meetings as needed.
* Perform duties & responsibilities specific to department functions & activities.
* Perform other duties & responsibilities as required or assigned by supervisor.

**Qualifications**

Required:

* Bachelor’s degree, preferably with a focus on finance, accounting, or economics. MPA or MBA preferred.
* Advanced Microsoft Excel and PowerPoint skills.
* Minimum of 3 years of experience as a credit analyst or relevant investment experience.
* A demonstrated ability to work as part of a team.
* Provides extraordinary service.
* Furthers the First Republic Bank culture and values.

Desired:

* NASD Series 7, 63, and/or 3 licenses
* Knowledge of VBA

The individual should be able to demonstrate the following:

* Exceptional organizational skills with the ability to multi-task.
* Impeccable communication skills, both written and verbal.
* Knowledge in economics, finance, and public finance.
* Basic knowledge of fixed income securities.
* A strong attention to detail, sound judgment and ability to reason.
* Ability to prioritize and manage multiple responsibilities under pressure.
* Ability to quickly process and analyze large amounts of information.
* Ability and willingness to work both independently and in a team environment, and positively contribute toward a culture of collaboration.
* Ability to interact and build relationships with people of varied backgrounds, personalities and levels of seniority.

**PHYSICAL REQUIREMENTS:**

 The ability to learn and comprehend basic instructions; understand the meanings of words and respond effectively; and perform basic arithmetic accurately and quickly.

* Vision must be sufficient to read data reports, manuals and computer screens.
* Hearing must be sufficient to understand a conversation at a normal volume, including telephone calls and in person.
* Speech must be coherent to clearly convey or exchange information, including the giving and receiving of assignments and/or directions.
* Position involves sitting most of the time, but may involve walking or standing for brief periods of time.
* Must be able to travel in a limited capacity.
* May be required to lift 25-50lbs.

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