

<b>Title: Municipal Surveillance Associate</b>
<b>Department: U.S. Public Finance Surveillance</b>
<b>Reports to: Director with responsibility for Public Utility sector</b>
<b>Direct report(s): No</b>

<b>General purpose of position</b>
<b>Responsible for collection, organization and analysis of data from various sources to monitor a large portfolio of U.S. Public Finance credits primarily in the municipal utility sector (resource recovery, water/sewer, gas/electric utilities and public power agency credits) with some potential exposure to other sectors on an as needed basis.</b>
<b>Primary duties/responsibilities</b>

- Build and maintain credit exposure reports and issuer financial reports using internal databases and external sources
- Assist in the preparation of material including charts and graphs for presentation of sector reviews
- Develop and maintain understanding of the key risk attributes of the assigned portfolios
- Monitor credit quality and trends with respect to individual risks and the assigned portfolios as a whole
- Complete analysis and prepare written reviews of credits in the assigned sectors adhering to a review schedule
- Perform analysis on ad hoc basis for reports to senior management and the Board as well as in conjunction with special projects
- Coordinate actions with other departments or groups as necessary, including Underwriting, Credit Workout/Remediation or Reinsurance
- Properly manage client and other external relationships:
  1. Process amendment and consent requests
  2. Interact with obligors, bankers, rating agencies, advisors or others as required

<b>Specific skills, competencies, resources and/or software/technology used on the job</b>
--

- Ability to analyze and project cash flows
- Strong written and oral communication skills with ability to effectively convey information clearly and concisely
- Strong organizational skills and detail oriented
- Excellent time management skills, with willingness to work additional hours when needed
- Team player with ability to multi-task several projects at a time
- Self-starter who can operate with minimal supervision
- Ability to use of various external (including Microsoft Office, Excel, PowerPoint) and internal software, IT systems, and sources of information

<b>Education, certifications and/or experience requirements</b>
---

Bachelor's degree  
 1-3 years experience in relevant area preferred (accounting, economics, business or government)

**Please send all resumes and cover letters to [careers@assuredguaranty.com](mailto:careers@assuredguaranty.com)**