

Title: Municipal Surveillance Analyst
Department: U.S. Public Finance Surveillance
Reports to: Directors with responsibility for Public Utility, General Obligation, Health Care, Higher Education and Transportation sectors
Direct report(s): No

General purpose of position
Responsible for collection and organization of data from various sources as well as part of team reviewing, analyzing, monitoring, and reporting on a large portfolio of U.S. Public Finance credits that includes municipal utilities, tax-supported issuers, transportation, higher education and health care sectors.
Primary duties/responsibilities

- 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

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

Education, certifications and/or experience requirements

Bachelor's degree
 0-3 years experience in relevant area preferred (accounting, economics, business or government)

Please send all resumes and cover letters to careers@agltd.com