**Government of the District of Columbia**

**Office of the Chief Financial Officer (OCFO)**



**Debt Policy Advisor**

**$127,817.00 - $164,609.00**

The Office of the Chief Financial Officer (OCFO) whose mission is to enhance the fiscal and financial stability, accountability and integrity of the Government of the District of Columbia is in search of a **Debt Policy Advisor.** **This position is in the Office of the Chief Financial Officer (OCFO), Office of Finance and Treasury, Debt and Grants Unit. The incumbent oversees the development of capital market analysis related to the structure and timing of the District’s debt issuance. The incumbent’s contributions will lead to enhanced funding of the District’s Capital Improvement Plan (CIP) and more efficient deployment of cash reserves.**

Additional duties include, but are not limited to:

* Performing comprehensive review and analysis of market conditions and policy issues and ensuring seasonal cash needs are met.
* Providing leadership and guidance over debt management, capital planning, the issuance of bonds, notes, and other financing vehicles. Reviewing, analyzing, and evaluating the District’s proposed financings within the context of the CIP and existing debt portfolio.
* Developing comprehensive reports and presentations to support funding recommendations.
* Creating and analyzing financial statements and performs within the framework of CIP initiatives and debt capacity limitations. Supporting the development and implementation of best practices for capital budgeting and debt issuance, ensuring that the District maintains a favorable credit profile and access to capital markets.
* Directing and conducting advanced research, comprehensive financial modeling and high-level analysis and providing strategic decisions and recommendations to the Treasurer and Associate Treasurer.
* Providing comprehensive balanced information and analysis on municipal market issues; developing reports, presentations and other relevant material to justify and support findings.
* Serving as the technical lead on issues related to debt issuance, debt structuring, and other debt portfolio matters.
* Developing and maintaining collaborative relationships with officials throughout the District Government, underwriters, lawyers and others in the national financial community seeking information regarding the District and its debt obligations.
* Acting in the absence of the Associate Treasurer, attending meetings and conferences and providing technical guidance and assistance to OCFO staff.

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| **MINIMUM QUALIFICATIONS:** |
| Seven (7) years of progressive experience performing the related duties and responsibilities such as providing oversight of debt management, capital funding, bond issuance and public financing programs; reviewing and filing comprehensive financial disclosures; researching and analyzing economic, fiscal and financial indicators; and at least 2 years of supervisory experience. Graduate degree in public policy, economics, finance, business administration or related field is highly preferred. |

For initial review, please submit your resume to the Office of the Chief Financial Officer, Human Resources Division, located at 1101 4th Street, SW, Suite W220, Washington, DC 20024 or to

[letat.collins@dc.gov](mailto:letat.collins@dc.gov).

To complete an application or for additional details related to this vacancy, please visit [www.cfo.dc.gov](http://www.cfo.dc.gov)  and reference announcement number: **19-FI-OFT-0019**

The OCFO offers a competitive salary and benefits package including medical, dental, retirement, and educational assistance.

***The Office of the Chief Financial Officer is an EQUAL OPPORTUNITY EMPLOYER***