



Investment Analyst

The San Antonio Fire & Police Pension Fund is seeking an individual to serve as Investment Analyst. The Investment Analyst will assist the Chief Investment Officer in overseeing the \$4.4 billion investment portfolio. The day to day role will vary from assisting with investment operations, participating in the selection and monitoring of external investment managers, performance measurement, and market research.

Primary duties and responsibilities:

- Generate performance-attribution on a monthly basis
- Prepare monthly Investment Committee meeting materials
- Liaison as required with counterparties, investment managers, custodian, consultants and brokers
- Assist in evaluating new managers, investment ideas and opportunities in a wide range of asset classes
- Scheduling of manager meetings, conference calls, on-site visits
- Participate in meetings with existing and prospective managers
- Manage end-to-end legal subscription process for limited partner/general partner relationships
- Maintain limited partnership capital call and distribution logs
- Process management and consultant fee invoices
- Complete special research projects as required
- In time, candidate is encouraged to form independent views on investments, managers and asset allocation

For more information about the Pension Fund please visit our website at www.safppf.org.

Requirements: B.A. degree in business, finance, economics or related field

- Excellent interpersonal abilities; good listening skills; writing and verbal skills; assertiveness in presenting ideas
- Strong project management skills; ability to meet deadlines; sense of urgency and responsibility; ability to multi-task and work under pressure; ability to prioritize
- 0-2 years of analytical experience
- Knowledge of finance and investing, preferably knowledge of alternative investments
- Expertise in Microsoft Excel and PowerPoint

Please send an email resume and cover letter including salary requirements to the attention of Cary Hally at chally@safppf.org.