



BAM

BAM Job Description

Job Title: Public Finance Operations Analyst

Grade: Analyst

Department: PF Operations

Summary

The individual will work with credit analysts in BAM's primary and secondary market groups to assist with the preparation of BAM's Credit Profiles and perform financial reviews for all weekly closed deals. The individual will also support the PF Operations team to independently manage and monitor incoming communications from clients to ensure all the required underwriting documentation is received and saved in the Electronic Data Management System. The individual will also work closely with the heads of Public Finance Underwriting and support the PF Operations manager in ongoing training and backup support for other departmental responsibilities.

Qualifications/Requirements:

- Practical work experience within fixed-income / financial services
- Strong knowledge of Microsoft Excel and Word for Mac
- Strong communication skills, both written and verbal
- Strong organizational and time-management skills
- Ability to prioritize, multi-task and pay attention to details
- Basic knowledge of government financial statements
- Associates degree required / Baccalaureate degree preferred
- Ability to work well with both those inside and outside the organization
- 3+ years experience in relevant area preferred

PLEASE NOTE: This position will require regular in-office work. All employees are required to be fully vaccinated against COVID-19, including any boosters, or satisfy a legal exemption.

To apply: Please email resume and cover note to: recruit@buildamerica.com