

## Senior Investment Analyst

Company: Cook County Pension Fund

Location: Chicago, IL

Date: 1/17/2025

Position Title: Senior Investment Analyst

Reports to: Director of Investments

The Cook County Pension Fund ("CCPF" or the "Fund") is a defined benefit, single employer plan that was established in 1915 by an act of the Illinois General Assembly to provide disability and retirement benefits to qualified employees of Cook County and the Cook County Forest Preserve. Our sole purpose is to pay earned benefits to our members, which is funded by a combination of member contributions, employer contributions Cook County and investment earnings from Fund reserves.

Characteristics of the Position:

Under the direction of the Director of Investments, the Senior Investment Analyst is responsible for assisting in the management of approximately \$14 billion in assets across a diversified group of asset classes, including public equities, fixed income, hedged equity, real estate, infrastructure, private credit and private equity. More information on the Fund's portfolio can be found on the Fund's website at

<https://www.cookcountypension.com/investments/about-investments/>.

Essential Duties:

- Track and review all incoming investment manager reports, notifications and daily communication with specific attention to all investment managers' performance, holdings, compliance and transaction accounting.
- Coordination of investment communications between master custodian, investment managers, brokers, and Fund staff.
- Ensuring compliance with Retirement Board's investment policies and procedures, contractual documents with investment managers and oversight of custodian compliance monitoring system.
- Preparation of investment reports for Fund's annual report and semi-annual member correspondences.
- Support seamless interaction with investment managers and master custodian.
- Assist with responses to investment FOIA requests, government agency requests, or member requests.
- Verify reporting data, ensuring accuracy and consistency of reporting.
- Develop new reporting systems, databases and department reporting tools.
- Support annual audit activities.
- Develop weekly, monthly and/or quarterly portfolio summaries including

performance, compliance, and attribution metrics.

- Process capital calls, distributions and other related private market activities
- Assist the accounting department on investment related journal entries.
- Creation & ongoing maintenance of detailed policies and procedures for all investment department activities.
- Assist with maintaining the investment manager communication MS Outlook inbox.
- Act as backup for investment manager compliance monitoring system.
- Conduct ad hoc data and research requests as directed.

#### Minimum Qualifications, Training and Experience

Graduation from an accredited college or university with a bachelor's degree in a business-related field with an MBA degree preferred, 5 or more years of investment, accounting, or general financial services experience.

#### Knowledge, Ability and Skills:

The successful candidate will have:

- Demonstrate initiative and attention to detail; operate under strict deadlines
- Highly proficient Excel modeling capabilities
- Knowledge of financial concepts and accounting principles.
- Ability to work independently, completing projects with modest supervision
- Strong research and analytic skills.
- Excellent written, verbal and interpersonal skills.
- Highly motivated, performance driven, organized

#### Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment (i.e., computers, phones, and photocopiers).

#### Salary:

This position's salary ranges from \$95,000 – \$105,000 DOQ.

#### Comprehensive Benefits

The CCPF has a generous benefits package including CCPF pension and disability benefits, medical, dental and vision plans and a 457 savings plan.

CCPF is an Equal Opportunity Employer. CCPF does not discriminate due to race, color, creed, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability, unemployment status, or any other legally protected basis. Qualified candidates of diverse backgrounds are encouraged to apply for any vacant positions.

Resumes with cover letters will be accepted until the position is filled. Interested candidates should submit a cover letter and resume to [investments@countypension.com](mailto:investments@countypension.com), subject line Senior Investment Analyst.