



Position

Financial Analyst

Overview

Vermont Bond Bank (the “Bond Bank”) is seeking a highly qualified individual to serve as Financial Analyst for the organization.

The Bond Bank is an instrumentality of the State of Vermont with a mission to support access to low-cost financing options for governmental units seeking financing for the schools, roads, recreation centers, and other infrastructure of daily civic life.

This mission is undertaken through the Bond Bank’s tax-exempt bond issuance authority as well as the financial administration of the State of Vermont’s Clean and Drinking Water State Revolving Loan Funds. More recently the Bond Bank has launched programs to support flood recovery and green lending.

The current combined loan portfolio is nearly \$900 million. The portfolios require on-going monitoring, compliance, and recordkeeping.

Job Description

The Financial Analyst is primarily responsible for data analysis, loan closing management, borrower loan repayment administration, and on-going compliance monitoring. To guide this work, the Bond Bank has recently created a cloud-based Portfolio Management System to manage data and files associated with its portfolio of lending. The Financial Analyst will be the key point of contact for all updating and analysis within the System.

This position will have a front row seat for all activities of the Bond Bank including the launch of new green lending programs. The outlined responsibilities borrow from a wide range of fields in both lending and accounting.

The Bond Bank is a small organization where activities are not siloed, and growth opportunities are encouraged. The Financial Analyst will gain exposure to the municipal capital markets, community development, and the day-to-day activities of managing a loan portfolio. Unique to the Bond Bank is an active engagement with the compliance responsibilities associated with being an issuer of federally tax-exempt bonds.

Reporting to the Controller, the Financial Analyst will be responsible for:

- Data analysis and data integrity management;
- Summarizing and reporting on the financial conditions of the Bond Bank including dashboards and presentations;
- Creating and updating financial projections for programs of the Bond Bank;
- Reconciling and interpreting loan documentation from internal and external to ensure data integrity throughout the lifecycle of the loans;

- Identifying and fulfilling loan closing documentation and due diligence requirements based on internal procedures;
- Assisting with Know Your Client (KYC) process, adhering to procedures, regulatory requirements, and deadlines. Validate the KYC status of the customer along with entity documents;
- Processing financial transactions, including invoice creation and monitoring, loan requisition processing;
- Monitoring and managing collection of post-issuance compliance requirements including input of borrower financial information;
- Maintaining customer records, both paper and electronic versions. Scan, parse, and/or upload documents into the Portfolio Management System as needed;
- Researching programs and potential initiatives to fulfill the Bond Bank's mission;
- Creating job aids and procedures for activities of the Bond Bank;
- Working as a team to ensure assigned loans are being processed with timeliness, attention to detail, accuracy, and within compliance with organizational policies, agency, and all state and federal laws;
- Meeting deadlines and quality standards; and,
- Effectively manage multiple demands and competing priorities.

In addition, the position will be responsible for assisting the Executive Director and Controller with other special initiatives.

Job Requirements

Candidates must have the following:

- Intellectual curiosity and a point of view;
- Commitment to a mission driven organization;
- Entrepreneurial spirit;
- Ability to observe, analyze, and recommend process improvements;
- Strong communication skills with the ability to work collaboratively in a small team environment;
- Ability to self-motivate and independently complete job functions; and,
- Detail-oriented with excellent analytical and organizational skills.

Knowledge of loan management, government procurement, reporting, permit process, and federal programs a plus.

Work Location

The Bond Bank is an instrumentality of the State of Vermont and employees must either reside in Vermont or be willing to relocate. Work / life flexibility is a priority at the Bond Bank and employees may choose to work either remotely several days a week or in the Bond Bank's Burlington offices. Partially remote employees must be available for regular in-person meetings, which will be front-loaded during the on-boarding phase.

Compensation

This is a full-time exempt salaried position with a salary range between \$55,000 and \$75,000 annually. The Bond Bank provides full health benefits and a retirement contribution (after 12 months of employment). Elective contributions to a 457(b) Differed Compensation Plan are also available. The Bond Bank is an eligible employer for public service loan forgiveness and state benefits for recent in-state graduates.

Deadline & Requirements

The Bond Bank will evaluate applications on a rolling basis but intends to fill the position by Fall 2024. Please submit a cover letter and resume to elizabeth@vtbondagency.org to apply.