

# RAYMOND JAMES®

## Public Finance Investment Banking Analyst

New York, NY

### Job Summary:

Under direct supervision, performs routine work of the department using specialized knowledge and skills obtained through education, experience and/or specialized training to perform analytical and related assignments in support of Senior Bankers and clients in an assigned industry. Will gain experience in a broad array of municipal finance sectors, including Higher Education, Transportation, Public Utilities, Housing, Healthcare, Sports Facilities, and General State and Local Government Finance. Responsible for thorough analysis of projects, preparing cash flow analyses, obtaining bond ratings and/or bond insurance, assisting in the preparation of the Official Statement and other documents related to the offering, preparing Request For Proposals (RFP's) and client presentations, as well as research related to existing and prospective clients. As associates (analysts) gain experience, they are expected to increase their capacity to process a larger portion to a given transaction. Guidance is provided to perform varied work that is difficult in nature requiring evaluation, originality and ingenuity to make moderately complex decisions.

### Essential Duties and Responsibilities of an Analyst:

- Analyzes the overall debt profile of the assigned municipal finance sectors, on a continued basis.
- Provides Senior Bankers with new financing ideas and analysis for specific municipal issuers across the United States.
- Completes complex spreadsheet financial models for assigned industry.
- Analyzes printed and electronic financial information about assigned industry to keep Senior Bankers informed about significant developments.
- Develops financial analysis during the issuance of municipal bonds including revenue models, running the numbers, debt profiles and the analysis of refinancing and cash flow.
- Prepares client pitch books and responds to RFP's.
- Creates and presents marketing and sales materials.
- Attend client meetings with Senior Bankers, when applicable.
- Assists in the reviewing of bond documents and other documents related to the closing bond transaction.
- Coordinates the printing and delivery of bond documents.
- Performs other duties and responsibilities as assigned.

### Knowledge of:

- Fundamental investment concepts, practices and procedures used in the securities industry.
- Financial markets and products.
- Quantitative financial analysis and data modeling.

### Skill in:

- Excellent analytical, critical thinking and problem solving skills sufficient to recognize and detect errors and offer resolution.
- Communicate effectively, both orally and in writing to all level of associates and clients.
- Intermediate to advanced proficiency with Microsoft Word, Excel and PowerPoint.

**Ability to:**

- Analyze municipal issuer financial statements and outstanding debt.
- Develop the financial structure and prepare documents related to the public issuance of municipal bonds.
- Multi-task and work in a fast-paced, team-oriented environment.
- Efficiently manage time and resources in order to solve quantitative and analytical challenges as they arise.
- Work under pressure created by time deadlines and work volume fluctuations.
- Communicate both orally and in writing, within all levels of the organization as well as external clients and other industry professionals.
- Work independently as well as collaboratively within a team environment.
- Work outside normal 8:00 am – 5:00 pm business hours.

**Educational Requirements:**

- Bachelor's degree in business, finance, math or a related field.
- 0-3 years of related experience.

**Licenses/Certifications:**

- FINRA Securities Industry Exam (SIE), Series 52 License, Series 63 License, and Series 50 License within (12) months of hire.