



Employees' Retirement Fund  
of the City of **DALLAS**®

## ***Investment Analyst***

**Position Summary:** Analyst will serve as the primary investment operations contact for ERF investment functions. This person will further solidify our operational processes, further solidifying ERF's foundation and enabling continued Fund growth within investments.

### **Primary Roles and Responsibilities:**

- Manage ERF investment operations and cash reporting and inflows/outflows
- Input and manage investment data in ERF performance reporting system/ custodian interface and risk management system
- Serve as primary custodial point person relating to investments
- Act as investment operations liaison (back-office communication with ERF investment managers)
- Oversee document management for ERF and investments
- Fund new investments and handle capital calls for alternative investments
- Manage redemptions / distributions and serve as liaison to Financial/ Accounting group at ERF
- Oversee risk management process
- Liaison with investment managers regarding quarterly calls/ all quarterly reporting and updates

### **Key Skills for role:**

- Extremely well organized and detail-oriented
- Strong quantitative, interpersonal, and team building skills
- Outstanding spoken and written communication abilities
- Process oriented with ability establish new processes to enable team to work more efficiently
- Very comfortable with technology with strong computer skills
- Working knowledge of:
  - Investments
  - Finance
  - Investment performance methodology
  - Accounting

### **Minimum/ Preferred Requirements:**

- Bachelor's degree required
- 2 –5 years of investment experience
- Prior investment manager-facing experience and experience with investments/ investment operations a plus

**Compensation:** Salary range \$55-\$75K (may vary based on experience)

### **Benefits:**

Health, dental, vision, and short-term disability insurance

**Contact:** Please send cover letter and resume via email to Natalie Jenkins Sorrell at [njsorrell@dallaserf.org](mailto:njsorrell@dallaserf.org).

No phone calls please.