



## **Public Finance Manager Rule 15c2-12 Compliance**

Urban Futures, Inc. (UFI) is seeking an experienced professional interested in pursuing a growing career in the field of public finance. We have one opening in our Analytics & Compliance Division who will be responsible for Rule 15c2-12 Compliance program. The successful candidate will lead our Analytics and Compliance Division, which consists of: producing continuing disclosure reports for UFI's 90 plus clients, assisting our Municipal Advisory Team with client needs related to post issuance compliance, and participating in compliance training and education for new and prospective clients.

### **LOCATION**

This position is based out of our Tustin, CA office. However, there may be an opportunity to work remotely depending on the level of experience. Some travel will be required to our clients in both Southern and Northern California (estimated at below 10% of the work schedule).

### **ABOUT THE FIRM**

Founded in 1972, UFI is a leader in providing independent financial advice, management and consulting services to local, state, and regional government and non-profit clients. Our financial advisory firm provides bond pricing, debt management, financial consulting services, and post issuance compliance to local governments. For over 49 years, UFI has built a preeminent presence throughout California. We currently have 21 employees in our Southern California, Northern California, and Hawaii office locations. Since 2017, UFI has been recognized as the top-ranked municipal advisory firm by number of deals in California. We are excited to extend this offer to all qualified candidates as we continue to build on our success and strengthen the firm.

### **CORE RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The responsibilities below are not intended to be an all-inclusive list of duties and standards of the position. Other duties may be assigned as required by the company and the service requirements of the clients:

- Review municipal bond offering documents, continuing disclosure agreements and disclosure filings in order to conduct detailed 15c2-12 Continuing Disclosure reviews and audits
- Produce and/or review fully compliant annual, semi-annual, and quarterly reports on behalf of municipal bond issuers
- Organize, monitor, track, and review reporting and filing requirements as outlined in various bond documents
- Communicate with clients, prospective clients, data vendors and government agencies to present analyses, reports, answer questions, etc.
- Ensuring accurate and on-time delivery of client work
- Remain current on continuing disclosure regulatory requirements
- Produce and/or review annual, semi-annual, and quarterly reports on the behalf of municipal borrowers

- Organize, monitor, track, and review reporting and filing requirements as outlined in various bond documents

#### **QUALIFICATIONS/SKILLS:**

- Self-starter with high degree of initiative
- Bachelor's degree, preferably in Finance, Public Policy, Accounting, or Economics
- Knowledge of municipal finance industry
- Prior experience analyzing bond offering documents
- Process-oriented, with focus on effectiveness and efficiency; highly organized; strong attention to detail and thoroughness
- Experience with the Microsoft Office suite (Excel, PowerPoint, Word, Outlook, Access)

#### **COMPENSATION**

Compensation includes a competitive base salary, incentive/bonus potential, and a comprehensive benefits package. UFI also offers participation in a 401K program.

#### **HOW TO APPLY**

To apply for the position, please email your resume to Jeff Schmehr ([jeffs@urbanfuturesinc.com](mailto:jeffs@urbanfuturesinc.com)) and specify your compensation requirements:

UFI is an equal opportunity employer.