



Public Finance Associate/ Analyst

Urban Futures, Inc. (UFI) is seeking a professional interested in pursuing a growing career in the field of public finance. We have two openings in our Public Finance Division as an Associate or Analyst to assist our Directors and Managing Directors with transactions and new business development. Both positions are in our Tustin office in Southern California.

ABOUT THE FIRM

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 and financial consulting services to state and local governments. For over 49 years, UFI has built a solid presence in California. We currently have 21 employees in our Southern California and Northern California office locations. Since 2017, UFI has been the top-ranked municipal advisory firm by number of deals in California. This is an exciting time for our firm as we continue to build on our success!

CORE RESPONSIBILITIES

The applicant should have at least an introductory level understanding of municipal finance. Some experience working in the municipal finance industry is required. Core responsibilities include the following:

- Supporting Directors with processing transactions
- Responding to RFP's
- Creating client presentations (PowerPoint)
- Running numbers in DBC
- Conducting research and analytics
- Financial modeling (Excel)
- Creating debt profiles of cities and public agencies
- Analyzing options to come up with optimal solutions for clients
- Attending client meetings and events with Directors
- Communicating with internal staff on a regular basis
- Assisting Analytics & Compliance Division staff with Rule 15c2-12 compliance reporting

QUALIFICATIONS

- Detail-oriented with strong organizational skills
- Ability to manage multiple tasks and adapt to a changing, fast-paced environment
- Strong quantitative, problem solving and analytical skills (must pass basic Excel test)
- Excellent oral and written communication skills with proven ability to develop effective written correspondence, actively listen to others, and convey information clearly and concisely
- Strong client service orientation with excellent interpersonal and group communication skills
- Ability to operate in a team environment and serve as a valuable, collaborative team player
- Desire to improve processes, take initiative, and solve problems
- Strong working knowledge of Word, Excel, PowerPoint, and DBC

EXPERIENCE

- Minimum of 2 years of work experience in municipal finance, demonstrating increasing levels of responsibility

COMPENSATION

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

HOW TO APPLY

To apply for the position, please email your resume to Michael Busch (michaelb@urbanfuturesinc.com) and specify your compensation history/requirements:

UFI is an equal opportunity employer.