

## FIXED INCOME ANALYST

Crawford Investment Counsel, Inc. (CIC) is an Atlanta based investment firm focused on the management of significant investment portfolios for both institutional and private investors throughout the U.S. CIC has been a SEC registered investment advisor since its inception in 1980. Currently, the firm employs 48 individuals and actively manages approximately \$6.0 billion in assets. Clients include private investors, foundations, endowments, corporations, public funds, and Taft-Hartley plans.

CIC is seeking an investment professional to serve as a fixed income analyst.

### **Responsibilities**

#### ***Specific duties include:***

- Monitor credit and duration of existing holdings of municipal and corporate securities. Perform credit analysis of potential investment securities for existing clients.
- Work with other fixed income associates and the Bond Policy Committee to research new investment ideas for portfolio consideration.
- Execute individual fixed income transactions as needed.
- Focus on improvement in the areas of fixed income trading, credit modeling, and monitoring systems.
- Input municipal trade details into proprietary spreadsheet application in order to assist Fixed Income Portfolio Managers in assessing trends in the municipal bond market
- Maintain the securities databases, which consist of approximately 3,500 individual securities. Includes updating credit ratings, updating bonds that may have been pre-refunded or Escrowed to Maturity, updating variable coupon rates, updating security descriptions, etc.
- Maintain databases on existing holdings as to credit worthiness.
- Create portfolio reviews for existing clients and prospects and participate in the presentation of these materials.

### **Qualifications**

#### ***The ideal individual's qualifications include:***

- Strong attention to detail and ability to multi-task under pressure
- Proficiency in Microsoft Excel, Word, & PowerPoint
- Strong communication skills (both verbal and written)
- Good problem-solving and analytical skills
- Ability to work independently and in a team environment
- Bachelor's degree in a field related to the industry
- Experience with Advent APX a plus
- Experience with Bloomberg analytics
- Designations such as CFA, CIPM, or work towards any of these is desirable.
- The individual must be able to demonstrate a high level of initiative, collaborate with teammates, and have self-discipline to produce high quality work while facing strict deadlines on multiple requests.

### **Contact Information**

Please email resumes to [careers@crawfordinvestment.com](mailto:careers@crawfordinvestment.com)

All responses will be confidential.