

BACK OFFICE MANAGER #75-00012-1; \$25.605/hr; Lincoln

The Nebraska Investment Council, responsible for managing over \$14.1 billion of investments for more than 30 different State entities, is seeking a Back Office Manager. Responsible for back office investment operations: to include monitoring private equity and real estate fund investments, including capital calls and cash flow management; reconcile "manager to market value" reporting between managers and the custodian bank; portfolio performance analysis; ensure outside managers are in compliance with contracted guidelines and appropriate fees charged; ensures asset allocation guidelines are followed; completes workflow related to Class Actions; prepares timely and accurate reports; prepares DC Plan summaries and monitors pricing.

REQUIREMENTS: Bachelors degree in finance, accounting or related field with coursework in investments required. Three years experience in related area, completion of or participation in the Chartered Financial Analyst program and MBA preferred. Working knowledge of securities markets. Strong organizational skills, and proven work experience prioritizing tasks and managing multiple workflows at one time. Focused, attentive and detail-oriented. Excellent interpersonal communication skills. Proficiency with MS Office products preferred. Must be able to work independently, be a self-starter, and highly dependable. Resume required. Closing Date: 6/7/10.

Apply to: [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov); 301 Centennial Mall South, First Floor, P O Box 94905, Lincoln, NE 68509; 402/471-2075 or your local Workforce Development Office.

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