**Job Posting for Analyst Position**

Siebert Cisneros Shank & Co., L.L.C. (“SCS”, formerly Siebert Brandford Shank) is a top-ranked financial firm founded in 1996 that provides investment banking, sales and trading, and underwriting services to municipal and corporate clients across the nation. Since inception, SCS has managed over $1.2 trillion of municipal bonds in more than 5,400 transactions for the funding of education, housing, health services, transportation, utilities, capital facilities, economic development, and general infrastructure projects.

SCS is seeking qualified candidates for the role of Public Finance Investment Banking Analyst in our New York City office. Analysts provide analytical and quantitative support and assist senior bankers to provide investment banking services to clients in the public sector. At SCS, analysts are an integral part of the financing team, assume a high level of responsibility, and actively participate in all aspects of transactions. This role requires a strong willingness to learn and the ability to think critically about multiple and diverse functions within the Public Finance team.

**Primary responsibilities consist of 3 major areas:**

**1) Presentations**

* *New Business Pitches:* Drafting client presentation materials and memos discussing financing strategies, market trends, firm qualifications, etc…, with the goal of obtaining new business. More experienced analysts will participate in presentations to clients.
* *Proposals:* When clients seek investment banking services, they generally request banks to provide solutions to problems and qualifications via a formal Request for Proposals. Analysts are to prepare the proposals including drafting sections of the proposal and/or coordinating responses from senior staff. Analysts may be asked to compile historical data, research municipal credit, update information previously provided and manage updated to the document until the process is complete.

**2) Analytical & Deal-Related Work**

* Preparing and maintaining databases on client debt
* Compiling municipal issuers’ historical financial information from public documents
* Preparing graphical representations or various debt statistics
* Analyzing historical debt issuance and debt affordability
* Performing financial modeling and cash flow analyses to evaluate debt financing alternatives
* Participating in active transactions, including preparing financing schedules, coordinating conference calls, running cash flow analyses, helping to prepare investor and rating agency presentations, and helping to keep team members up-to-date on all matters

**3) Administrative and Compliance Tasks**

* Formatting, printing and binding of professional-looking documents for meetings with clients and prospective clients and coordinating delivery of physical responses according to firm deadline
* Ensuring that all activities and duties are carried out in full compliance with regulatory requirements and internal policies and procedures

**Analyst Qualifications:**

* B.S. or B.A. in finance, economics, public administration or related fields is preferred
* Previous experience working in public finance, investment banking, or with public agencies is a strong positive
* Excellent analytical and quantitative skills are a must and good understanding of financial markets is expected
* Advanced user of Microsoft Excel, PowerPoint and Word
* Ability to use Bloomberg and other finance industry statistical and structuring tools (DBC Finance) is a plus but not necessary as new analysts will receive training on these platforms
* Highly self-motivated, well-organized, and willing to work long hours when needed
* Ability to prioritize tasks, react to changes, solve critical issues, and work independently while being team-oriented
* Strong written and verbal communication skills and professional presence with clients is required
* Must be FINRA Series 52 and 63 licensed or willing to become licensed within 6 months from the date of employment

**Contact:**

Please send a resume and cover letter to [careers@scscapital.com](mailto:careers@scscapital.com). No phone calls please.

*Siebert Cisneros Shank & Co., L.L.C. is an Equal Opportunity Employer*