



Position Title: Investment Operations Analyst

Agency: New Mexico State Investment Council (NMSIC)

Location: Santa Fe, NM

Employment Type: Full-Time, Exempt

Salary Range: \$65,000 – \$100,000, commensurate with experience

To Apply:

Email a cover letter and resume to NMSIC HR Manager Kevin Dominguez at Jobs@sic.nm.gov

About Us

The New Mexico State Investment Council (NMSIC) is the second-largest sovereign wealth fund organization in the country in terms of total assets under management, yet we operate with a relatively small and collaborative team of about 30 professionals. Our core mission is to generate the highest risk-adjusted returns for the state and our beneficiaries. NMSIC provides more than one-quarter of all funding for K–12 education and over half of all early childhood program funding in New Mexico. State economists project that by 2039, NMSIC will become the single largest source of revenue for the state. We are also committed to making strategic investments within New Mexico to achieve both strong financial returns and meaningful economic impact. Our team is passionate about uplifting the lives of New Mexico residents through thoughtful, long-term investment.

Position Overview

The New Mexico State Investment Council (NMSIC) is seeking a motivated, detail-oriented Investment Operations Analyst to support the day-to-day operational functions of the investment office. This entry-level role is ideal for individuals pursuing a career in institutional asset management, investment administration, or financial operations.

Reporting to the Chief Investment Operations Officer, the analyst will collaborate with the investment, accounting, legal, and performance teams to help ensure operational efficiency and strong governance across the portfolio. Clear, professional, and proactive communication is a key priority for this role, as the analyst will regularly interact with internal teams and external service providers.

Primary Responsibilities

- Maintain and update investment records in portfolio management systems and Excel-based trackers



- Reconcile internal records with custodians, fund managers, and third-party administrators
- Support monthly, quarterly, and ad hoc reconciliation and reporting efforts
- Assist with the processing and documentation of capital calls, distributions, trade settlements, and wire transfers
- Help collect and organize documentation during manager onboarding, legal review, and operational due diligence
- Ensure required documentation (e.g., LPAs, subscription agreements, side letters, KYC/AML materials) is complete and appropriately stored
- Work closely with internal teams across accounting, legal, investments, performance and risk to support the full investment lifecycle
- Identify opportunities for increased efficiency and accuracy in workflows and recommend process improvements
- Serve as a liaison with external service providers including custodians, consultants, fund administrators, and investment managers
- Perform other duties and contribute to special projects as assigned

Minimum Qualifications

- Bachelor's degree in Finance, Accounting, Economics, Business, or a related field
- Strong attention to detail and organizational skills
- Proficient in Microsoft Excel and other Microsoft Office applications
- Excellent verbal and written communication skills
- Ability to work independently while collaborating effectively across teams
- Ability to handle confidential information with discretion
- Demonstrated interest in institutional investing and a strong willingness to learn

Preferred Attributes

- Master's degree in finance, Accounting, Economics, Business, or a related field
- Interest in pursuing CFA, CAIA, or CPA designation
- Experience (including internships) in investment operations, fund administration, or financial services
- Understanding of alternative investments (private equity, real estate, hedge funds) and traditional asset classes



- Familiarity with research or portfolio management systems (e.g., Backstop, eFront, Dynamo, Burgiss, Salesforce)
- Adaptability in a fast-paced, dynamic work environment
- Professionalism, discretion, and commitment to high ethical standards
- Alignment with the mission of the New Mexico State Investment Council

What We Offer

- A competitive salary along with a robust benefits package that supports your financial and personal well-being
- Comprehensive benefits include paid holidays, generous paid time off (PTO), healthcare insurance options, access to an Employee Assistance Program (EAP), and a retirement plan to help you secure your future
- Numerous opportunities for professional development and career advancement, enabling you to enhance your skills and grow within the organization
- A unique opportunity to contribute meaningfully to the financial future of New Mexico, making a lasting difference in the community and the lives of its residents

Equal Employment Opportunity

The New Mexico State Investment Council is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and encourage applications from all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.