



## **Investment Operations Analyst**

Agency: New Mexico State Investment Council (NMSIC)

Location: Santa Fe, NM

Employment Type: Full-Time, Governor Exempt

Salary Range: \$80,000.00-\$105,000.00

Reports To: Chief Investment Operations Officer

## **About the New Mexico State Investment Council**

The New Mexico State Investment Council (NMSIC) is the second largest sovereign wealth fund organization in the United States by total assets under management, supported by a small, collaborative team of roughly 30 professionals. The Council provides more than one-quarter of all funding for K–12 education in the state and over half of all funding for early childhood programs, with projections indicating it will become the state’s single largest source of revenue by 2039. NMSIC also invests a portion of its capital within New Mexico to achieve strong financial returns while promoting statewide economic development.

## **Position Overview**

The Investment Operations Analyst supports the day-to-day operational activities of the investment office and is an excellent entry-level opportunity for individuals interested in institutional asset management, investment administration, or financial operations. Working under the supervision of the Chief Investment Operations Officer, the analyst will collaborate closely with the investment, accounting, legal, and performance teams to ensure operational accuracy, efficiency, and strong governance throughout the investment lifecycle.

## **Primary Responsibilities**

- Maintain and update investment records in portfolio systems and Excel trackers
- Reconcile internal data with custodians, fund managers, and third-party administrators
- Assist with processing capital calls, distributions, trade settlements, and wire transfers



- Support monthly, quarterly, and ad-hoc investment data reconciliations
- Assist with models for permanent fund inflows/distributions, liquidity, rebalancing, and growth projections
- Organize documentation for manager onboarding and due diligence
- Ensure documentation compliance (LPAs, subscription agreements, KYC/AML)
- Recommend workflow improvements and enhance internal processes
- Work cross-functionally with accounting, legal, investment, and risk teams
- Perform additional duties as assigned

### **Minimum Qualifications**

- Bachelor's degree in Finance, Economics, Business, Accounting, or related field
- Strong attention to detail and organizational skills
- Ability to meet tight deadlines
- Proficiency in Microsoft Excel and Office applications
- Strong written and verbal communication skills
- Demonstrated interest in institutional investing and commitment to learning

### **Preferred Attributes**

- Master's degree in a related field
- Interest in pursuing CFA or CAIA designation
- Experience in investment operations or fund administration (internships welcome)
- Knowledge of investment concepts and asset classes (public and private)
- Understanding of alternative investments (private equity, real estate, hedge funds)
- Familiarity with research or portfolio management systems (Backstop, Salesforce, Dynamo, eFront, Burgiss)
- Ability to adapt in a dynamic environment



- High professionalism, discretion, and strong ethical standards
- Commitment to NMSIC's mission

### **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 protected status.