



Summer Analyst Position

Sycamore Advisors is an independent, women-owned (WBE certified) municipal advisory firm with offices in Indianapolis, New York City and Chicago, specializing in providing advice to sophisticated issuers at the municipal and state governmental levels. Sycamore is registered as a Municipal Advisor with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board.

Job Description

This is a summer internship position with a salary/stipend, working or telecommuting with our New York, Chicago or Indianapolis' offices for an Analyst to assist our senior professionals. We are seeking a highly motivated individual who will be comfortable working independently and remotely with a small firm. The ideal candidate has both strong analytical and technical skills, high degree of accuracy, as well as the ability to compile information and provide well-written summaries. This person will support existing client relationships. Expected project work will include the following:

- Researching financial statements and other relevant economic data, budget and credit information to update information on existing municipal clients
- Developing detailed Excel spreadsheet models involving debt and financial metrics, e.g., debt service coverage ratios
- Monitoring and graphing secondary trading of select credits based upon information available on EMMA and TM3 systems
- Assist in maintaining and updating refunding monitors to identify refinancing opportunities based upon current market conditions
- Reviewing spreadsheets and financial for accuracy and consistency
- Format Microsoft PowerPoint and other client presentations
- Update a historical data base on revenues and expenses used to support certain revenue-based credits to determine historic patterns of growth (CAGR) and develop pro-formas

Desired Experience and Skills

Our ideal candidate has the following skills and experience:

- Excellent organizational and communication skills
- Advanced knowledge of Microsoft Excel
- Strong financial modeling and quantitative skills
- Ability to read and understand financial statements and debt ratios
- Ability to meet deadlines and work well under pressure
- Capacity to quickly learn new financial software, including DBC Finance (a municipal bond software program). Existing proficiency in DBC finance is a plus.
- Self-starter with a strong work ethic and the ability to work independently
- Attention to detail and a genuine interest in working within the Public Finance sector
- Demonstrated ability to exercise good judgment and conduct oneself with maturity and professionalism

Minimum Qualifications

- Completed 1st year master's degree in Public Policy or MBA; or BA/BS with extensive coursework in finance, economics and/or business. Fundamental understanding of the public finance capital markets.

Interested applicants should email a resume, contact info and a short writing (ratings presentation, short memo, etc.) or analytical sample to: Susan Rehfeldt at srehfeldt@sycamoreadvisors.com.

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