



FIRM Urban Futures, Inc. (UFI) is a full service municipal advisory and management consulting firm that has served cities, counties, redevelopment agencies, school districts, water districts, private higher education, special districts and non-profits since 1972.

UFI Analytics & Compliance Group is a California leader in providing reports that keep our client agencies compliant with regulatory bodies such as the Securities & Exchange Commission (SEC), Internal Revenue Service (IRS), and the Municipal Securities Rulemaking Board (MSRB).

OPPORTUNITY The Analyst position provides current students or recent graduates with an opportunity to master the analytical, quantitative, and interpersonal skills necessary to develop a career in municipal finance. The Analyst's training will begin with learning the tools to manage internal and external databases and to analyze data to develop tools for the hundreds of annual reports the group produces. Through the process, the Analyst will learn the mechanics of the municipal bond market. The purpose of this program is to grow the Analyst into a member of the firm who can manage the process and identify and pursue growth opportunities for the group. As a full-service firm, UFI offers a full array of other financial services as listed below, and the Analyst may also elect to apply his/her foundational skill set to one of the firm's other service offerings:

- Financial Advisory
- Utility Rate Studies & Advisory Services
- Fiscal Consultant Report Preparation
- Capital Improvement Program Development
- Successor Agency Consulting
- Economic Development
- Management Consulting
- Interim Staffing Services
- Project Negotiations
- Strategic Planning
- Special Studies

RESPONSIBILITIES The Analyst will support the Analytics & Compliance Group with all aspects of the Continuing Disclosure and Arbitrage Rebate process. The responsibilities include, but are not limited to, the following:

- Manage internal and external client and market information databases;
- Analyze financial statements and ratios and create graphs and tables in Excel;
- Provide other analyses for Continuing Disclosure reports, audits, Fiscal Consultant reports, etc.;
- Create PowerPoint presentations;
- Respond to requests for proposals for new business;
- Communicate financial and compliance concepts to the firm's clients; and
- Assist with managing the firm's SEC requirements.

QUALIFICATIONS/SKILLS/REQUIREMENTS

- You are pursuing an undergraduate degree or are a recent graduate, with a minimum 3.3 GPA;
- You provide a resume and cover letter;
- You have strong analytical and writing skills;
- You will be evaluated in basic Excel and PowerPoint tasks; and
- Other requirements: You are a highly focused, detail-oriented team player multi-tasker.