



Job Title: Capital Markets Specialist
Department: Finance
Location: Pittsburgh, PA

Job Summary:

The Capital Markets Specialist supports SVP - Capital Markets in the day-to-day management of the bank's Capital Markets activities. This includes support of the Bank's: Asset/Liability Management Committee ("ALCO"), treasury activity, derivatives portfolio, and deposit portfolio.

Primary Job Responsibilities:

- Structure, market and execute all interest rate swap transactions
- Provide interest rate derivative quotes, swap exposure calculations, and marketing materials to the Bank's relationship managers, market presidents, and the rest of the capital markets team
- Coordinate with Bank President and CEO, Commercial Bank President, Private Bank President, Regional Presidents, and Relationship Managers to produce weekly swap pipeline
- Work with Portfolio Managers, Legal, and borrowers to ensure prompt production and delivery of ISDA and ECP documentation as well as LEI registration
- Train all existing and new internal constituents regarding interest rate derivatives
- Manage interest rate derivative related collateral positions
- Compile and produce both internal and client facing capital markets presentations and analyses, including quarterly derivatives summaries, hedge documentation summaries, and any other materials necessary for ALCO, board, investor, or other constituent reporting
- Assist in the bi-weekly production of ALCO meeting materials and act as the Committee's record keeper
- Respond to any ALCO, liquidity, and derivative related information requests from auditors and examiners
- Manage the bank's reporting on deposit concentrations
- Conduct any necessary client facing activities related to onboarding CDARS and ICS clients
- Produce analytics and reporting regarding the Bank's deposit portfolios
- Oversee the processing and execution of brokered CD and brokered MMDA documentation
- Oversee and report on the bank's direct CD pricing and volumes
- Support production of existing and evaluate new business analytics on a quarterly basis to be used by CEO, CFO, and SVP – Capital Markets in preparation for quarterly board meetings and earnings calls
- Provide support regarding the daily monitoring and activity in both the Bank's and Holding Company's cash/liquidity positions

Education and Experience Requirements:

- Bachelor's Degree in the field of Economics and Finance
- Five years of experience in Finance or related field
- Proficient in MS Office, Specifically Excel and Word

Essential Skills and Abilities:

- Highly professional interpersonal and communication skills
- Working knowledge of the Capital Markets
- Ability to work in an environment of consistent change and reprioritization
- Organized with strong attention to detail
- Strong writing, critical-thinking, and analytical skills

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