



Jr. Risk Analyst

POSITION

The Jr. Risk Analyst is principally responsible for collecting, processing, archiving and reporting market parameters and Mark-to-Market valuations for commodities traded by APM.

KEY INTERFACES

Reports to:	Manager of Portfolio Valuation
Direct Reports:	None

REQUIRED QUALIFICATIONS

EDUCATION/EXPERIENCE

- Bachelor's Degree in an appropriate discipline.
- One year of work experience in a related area.

KNOWLEDGE/SKILLS/ABILITIES

- Strong verbal and written communications skills.
- Strong analytical, organizational, and interpersonal skills.
- Solid aptitude for math, market economics, accounting, and finance.
- Strong working knowledge of computer/PC and various analytical software packages.
- Advanced knowledge of MS Excel.
- Must be able to effectively follow through on projects and duties.
- Ability to solve problems, make decisions and prioritize their resolution.
- Must be a team player.
- Must be self-motivated and organized.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects and archives market pricing, volatility and correlation information from various sources for all commodities and products traded by APM and other market parameters including interest and inflation rates.
- Maintains and updates commodity, market parameter, and MtM reports posted to the APM Members Only website.
- Responsible for loading price, volatility, correlation and interest rate curves into the various risk systems, ensuring automated processes are updating data in the risk systems accurately and as scheduled.
- Updates the mark-to-market positions daily and resulting unrealized gains and losses of APM's clients' portfolios, updating this information on the APM Members Only web site.
- Archives reports posted to the Members Only website.
- Maintains documentation of processes.
- Acts as a backup to other departmental functions when necessary.
- Provides daily, weekly and monthly reports to APM's clients.
- Meets specific requests for market pricing information from APM's clients as well as internal parties.
- Assists with the SOC-1 Review by complying with auditor requests.
- Any additional responsibilities assigned by management.

WORK ENVIRONMENT

Must be able to work effectively in a busy open trading floor environment. Must be able to work independently or on a team with minimal supervision. Must be flexible. Frequent use of a computer and attending or conducting meetings is part of this job. Work overtime as needed. This is a non-smoking environment.

SALARY RANGE

Commensurate with experience

LOCATION

National Service Center in Indianapolis, Indiana