

**INDIANA BOND BANK**  
**10 West Market, Suite 2980**  
**Indianapolis, IN 46204**  
**317-233-0888**

[www.in.gov/bond](http://www.in.gov/bond)

***Job Description-Compliance Officer***

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The Indiana Bond Bank (IBB) is a quasi-state agency created to assist local government in the process of issuing debt (IC 5-1.5). The IBB is seeking applicants for the position of compliance specialist. The compliance specialist will be responsible for the IBB complying with its continuing disclosure requirements as well as duties outlined below.

Please submit resumes to the attention of Ron Mangus, Deputy Director at [rmangus@bondbank.com](mailto:rmangus@bondbank.com) with a cover letter expressing your interest in this position. The Bond Bank will accept resumes through January 14, 2014.

**Specific Job Duties & Responsibilities**

- Act as primary contact for the IBB on the Municipal Security Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system;
- Monthly review of available State Board of Accounts web site for audit reports for applicable QEs; timely posting of those reports on EMMA;
- Develop and utilize a tracking system in MS Access and MS Excel for all Continuing Disclosure requirements for the IBB and its Qualified Entities (QEs);
- Interface with other agencies, specifically the Indiana Finance Authority (IFA) and QEs regarding EMMA posting requirements
- Responsible for timely posting of all Continuing Disclosure Undertaking Agreements (CDUA) requirements on the EMMA system for all outstanding IBB transactions that have a CDUA
- Responsible for knowledge of, and adherence to, the IBB and its QEs, and its procedures related to Continuing Disclosure and EMMA
- Educates QEs regarding their QE CDUAs and their requirements
- Maintenance of Submission IDs and verification of EMMA postings for all CDUAs in Excel or MS Access
- Act as IBB Contact for all up to date information regarding EMMA postings
- Prepare other schedules
- Track IBB activity
- Track IBB operating investments
- Assists with Accounts Payable
- Maintain and review data on database
- Tracks arbitrage compliance for the IBB and its QEs
- Prepares schedules for the annual Audit
- Perform other duties as assigned

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**Education, Experience, and Skills Required**

- BS in Accounting, Finance or Public Affairs (equivalent degree or experience in Local Government or Public Finance may substitute)
- General Knowledge of Indiana Local Government and Municipal Marketplace
- Must have strong proficiency in Microsoft software, including Outlook, Excel, Word, Access, and PowerPoint
- Must have strong proficiency in using the internet and understanding of the EMMA system (<http://emma.msrb.org/>)
- Must have excellent communication skills
- Successful candidate must be extremely detail oriented
- Work in an office environment
- Work with IBB professionals
- Other duties as assigned

**Job Benefits**

- Salary commiserate with experience and education
- Free parking
- State of Indiana benefits, including:
  - Health, dental, vision, life, and disability insurance
  - PERF (Public Employees Retirement Fund) participation
  - Voluntary participation in retirement plan
- Paid Time Off Accruals (after 6 months)
- Paid State Holidays