

VACANCY NOTICE

AGENCY: NYC OFFICE OF THE COMPTROLLER

TITLE: COMPLIANCE DIRECTOR

SALARY: \$85,000 - \$95,000

LOCATION: ASSET MANAGEMENT

PERIOD: July 13, 2009 – Until Filled

DUTIES:

The Bureau of Asset Management is responsible for oversight of the investment portfolio of the New York City Retirement Systems. This \$87 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities. Under the supervision of the Assistant Comptroller of Asset Management, this position will be responsible for developing and administering investment policy monitoring and compliance procedures for these assets. The Director will also develop and administer reporting mechanisms for identifying and resolving guideline violations.

Responsibilities include, but are not limited to, the following:

- Developing policy monitoring systems protocols and reporting processes for the entire portfolio to ensure that all investment decisions are within policy limits and in compliance with System and Comptroller policies;
- Developing and administering reporting process to ensure that the Assistant Comptroller of Asset Management and Chief Investment Officer are aware of resolved and unresolved discrepancies, and for escalating discrepancies to the appropriate level if resolution is not reached;
- Coordinating compliance efforts with regard to legal and regulatory requirements with the Comptroller's Bureau of Audit and Office of the General Counsel;
- Working with Investment staff to resolve all portfolio trades and investments that do not comply with investment policy guidelines;
- Working with the Risk Management Unit to develop tools to identify potential investment risks.

QUALIFICATION REQUIREMENTS:

BA/BS degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting, auditing, and cost accounting and at least 4 years of full-time professional experience in accounting or auditing, in a public or private organization dealing with investment or asset management, or in a closely related area, at least 18 months of which must have been in an administrative or managerial capacity, or supervising a staff performing accounting or auditing work; **or**

A valid and current New York State Certified Public Accountant license and at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work in fields to those, or closely related to those, listed above.

Additional Considerations:

- Excellent organizational, interpersonal and communication skills (includes Microsoft Office Suite proficiency) expected.

Interested candidates may submit **two copies** of their resume and cover letter, in confidence to:

**New York City Office of the Comptroller
Personnel Division - Position # 09-08
One Centre Street – Room 710
New York, New York 10007**

OR

Email a copy of their cover letter and resume with the VACANCY NUMBER IN THE SUBJECT LINE to: Recruitment@comptroller.nyc.gov

Equal Opportunity Employer M/F/H/V

Certain residency requirements may apply.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Note: Vacancy notices listed as “Until Filled” will be posted for at least five (5) work days.