

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Director – Financial Management
Salary:	\$95,000 – \$115,000
Bureau/Division:	Bureau of Asset Management
Period:	June 2, 2014 – June 30, 2014

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems). This \$150 billion portfolio is managed primarily by external investment managers. In addition approximately \$10 billion of city agency funds are invested internally.

Reporting directly to the Assistant Comptroller for Asset Management, responsibilities include, but are not limited to, the following:

- Assists the Assistant Comptroller with the daily operation of BAMs operating units (i.e. coordinating workflow and resolving issues as they arise);
- Coordinates activities between investment staff and BAM operating units to optimize the flow of information within the bureau;
- Coordinates activities between BAM operating units and the Bureau of Accountancy with respect to the delivery schedules of accounting data to the Pension Accounting and Reconciliation units within the Bureau of Accountancy and ensures the timely delivery of such data;
- Liaises with custody banks and other vendors for pension funds and city related investments;
- Coordinates the preparation of financial reports for the various pension and pension related funds;
- Prepares various financial analyses of pension information;
- As necessary, assists the Assistant Comptroller and other senior staff members of BAM in various special projects concerning the various NYC Pension Funds' portfolio;
- Works with various bureaus within the Comptroller's office to maintain and promote investment industry best practices;
- Interacts with other public fund investment counterparts;
- Takes on supervisory responsibilities as directed.

QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting or auditing, and five (5) or more years of progressively responsible full-time accounting experience, at least 18 months of this experience must have been in an administrative or supervisory capacity as described above;
or
- A valid New York State Certified Public Accountant license and at least eighteen (18) months of administrative or supervisory experience as described above;

Note: Knowledge of various investment asset classes including US and International public debt and equity, private equity, real estate and hedge funds must be evident through education and/or experience.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A Certified Public Accountant (CPA) license is preferred.
- The ideal candidate will also be able to reveal a skill-set which includes the ability to prioritize work and complete assignments in a timely manner.
- Experience with, general management techniques, e.g. planning and coordinating work assignments, must be displayed.
- Excellent interpersonal, communication, and organizational skills (includes Microsoft Office Suite proficiency) expected.

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may
apply.

We appreciate every applicant's interest; however, only those under consideration
will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work
days.

POSTING DATE: June 2, 2014	POST UNTIL: June 30, 2014	JVN: <u>015/014/024</u>
-------------------------------	------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer