

Only candidates currently serving permanently in the Civil Service Investment Analyst title or reachable on the current Investment Analyst Civil Service list are eligible to apply for this position.

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Investment Analyst (Various Asset Classes)
Salary:	\$45,000 - \$70,000
Bureau/Division:	Bureau of Asset Management
Period:	January 29, 2015 – Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems), which is comprised of five pension systems. This \$163 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities, with growing allocations to private equity, real estate, infrastructure, hedge funds and opportunistic fixed income investments.

The Investment Analyst will assist in overseeing the investment activity of one or more of the selected asset classes (private equity, public equity, hedge funds etc.). Under the general direction of the Head of the division, responsibilities include, but are not limited to, the following:

- Developing and maintaining internal database of prospective investment opportunities; constructing financial models, performing technical analyses and developing fund summaries on prospective investment opportunities; working with the investment team and the Systems' consultants to identify, review and evaluate prospective investment opportunities;
- Preparing decision-making documents for internal Investment Committees and for Boards of Trustees; and coordinating the administrative processes required for all investments; assisting the investment team, the General Counsel's office, and consultants in the legal negotiation and the legal documentation processes of new investment agreements and other related contracts;
- Monitoring and managing the portfolio of existing investments to ensure compliance with the terms of the limited partnership agreement and other contracts; developing and maintaining internal database of existing investments; constructing financial models, performing technical analyses and developing fund summaries for existing investments;
- Preparing research analyses on market trends, strategies, industries, sectors, geographies and other topics as required; developing reports that track partnership reporting, including the financial statements, quarterly reports, notices of distributions, capital calls and investment valuations;
- Working closely with the investment operations team, the Systems' consultants and custodian to report internally on the performance of the Systems' investment portfolio; assisting in processing capital calls and distributions; monitoring, tracking and processing amendment requests, consent notices and other contract changes;

- Participating in limited partner advisory committee meetings, annual meetings and quarterly update calls and using relationships with general partners to monitor fund developments; preparing written meeting reports; developing reports to track Systems' activity; and coordinating investment conferences and other events;
- Performing related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- BS/BA degree from an accredited college or university and two (2) or more years of full-time satisfactory experience in a financial services organization, with progressively increasing responsibility for complex financial transactions and considerable exposure to Asset Management (private equity, public equity, hedge funds etc.) or similar experience at a consulting firm or in a closely related area.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint).
- Excellent accounting, writing, presentation, interpersonal, communication and organizational skills.

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: January 29, 2015	POST UNTIL: Until Filled	JVN: 015/015/037
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The NYC Comptroller's Office is an Equal Opportunity Employer