

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

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| <b>Title:</b>           | <b>Senior Investment Officer (Various Asset Classes)</b> |
| <b>Salary:</b>          | <b>Commensurate with Experience</b>                      |
| <b>Bureau/Division:</b> | <b>Bureau of Asset Management</b>                        |
| <b>Period:</b>          | <b>February 19, 2015 – Until Filled</b>                  |

### JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for the oversight of the investment portfolio of the City's five pension systems (Systems). This \$163 billion portfolio is managed primarily by external investment managers and is largely invested in publicly traded securities, with growing allocations to real estate and private equity. Senior Investment Officers (SIOs) assist in the oversight of investment related activities and the development of investment programs.

Under the heads of various asset classes (private equity, real estate), responsibilities for SIOs include, but are not limited to, the following:

- Identifies, reviews, and evaluates prospective investment opportunities;
- Coordinates portfolio review and due diligence meetings, prepares agendas and meeting notes;
- Monitors and manages the portfolio of existing private equity, or similar, investments to ensure compliance with the terms of the limited partnership agreements and other contracts;
- Develops internal and external reports on investment strategy and portfolio performance;
- Assists senior management with the use of risk analysis and compliance projects;
- Assists with the manager search and selection process;
- Attends and reports on meetings with general partners of prospective investment opportunities;
- Performs quantitative and qualitative due diligence on prospective investment opportunities including evaluating past track records;
- Monitors and regularly reports on investment activities of investment partners;
- Develops framework for analyzing the performance of existing investments;
- Prepares investment commentaries and assists with research and special projects;
- Oversees the development of an internal database of existing investments.

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## MINIMUM QUALIFICATION REQUIREMENTS

- Master's degree in business administration, economics, finance, or a closely related field and four (4) 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 private equity funds or real estate investments, or similar experience at a consulting firm or closely related area; eighteen (18) months of this experience must have been in an administrative or supervisory capacity. Supervision must have included supervising/directing staff performing professional work in the areas described above; **or**
- BS/BA degree from an accredited college, with major studies in economics, finance, accounting, or business, or a closely related field, and six (6) or more years of progressively responsible full-time professional experience, including the eighteen (18) months of managerial, administrative or supervisory experience as described above.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Proficiency in Microsoft Office Suite, including expertise in Microsoft Excel;
- Excellent financial writing, presentation, interpersonal, communication, and organizational skills.

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

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| <b>POSTING DATE:</b><br>February 19, 2015 | <b>POST UNTIL:</b><br>Until Filled | <b>JVN:</b><br>015/015/039 |
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**The NYC Comptroller's Office is an Equal Opportunity Employer**