

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy Director, Debt Management
Salary:	\$95,000 - \$120,000
Bureau/Division:	Public Finance
Period:	August 10, 2015 – Until Filled

JOB DESCRIPTION

The Comptroller is responsible, together with the Mayor, for issuing bonds and notes backed by the City's General Obligation (GO) as well as debt of the NYC Transitional Finance Authority (TFA), NYC Municipal Water Finance Authority (NYW) and various other smaller issuers. In this role, the Comptroller's Bureau of Public Finance jointly determines and approves the structures, terms and conditions for all bond and note issues, manages the portfolio of outstanding bonds totaling approximately \$110 billion across all issuers, and works with external constituents such as ratings agencies, investors, and the financial community. The Bureau advises the Comptroller on debt policy issues and coordinates with other areas of the office that impact City bonds.

Reporting to the Deputy Comptroller for Public Finance, the Deputy Director of Debt Management will be involved in all aspects of managing the debt of NYC and its related issuers and will provide thought leadership in bond finance matters. Primary responsibilities include, but are not limited to:

- Assist in the structuring and analysis of bond and note offerings through quantitative and qualitative evaluation of financing proposals, cash flows and bond documents, with an emphasis on the GO and TFA credits;
- Work closely with financing team – investment banks, counsel, financial advisors and other government offices – to ensure successful and orderly issuance of debt to the public, based on capital funding requirements and agency objectives;
- Conduct research on credit ratings and debt policies; prepare quantitative analyses and written reports to support recommendations;
- Participate in the selection of underwriters, counsel and financial advisors through the RFP process;
- Manage all aspects of GO bond compliance with IRS arbitrage rebate reporting, in coordination with the external rebate compliance consultant and bond counsel;
- Provide analysis and review of affiliated bond transactions that require City Comptroller approval;
- Mentor and assist in the professional development of junior staff;
- Perform related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- MA/MS degree from an accredited college in economics, finance, accounting, business, public finance or public administration, management science, operations research, statistics, or a closely related field, and two (2) or more years of relevant full-time professional experience in public finance; **or**
 - BS/BA degree from an accredited college and at least four (4) years of satisfactory full-time professional experience in public finance.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated understanding of municipal debt markets instruments including bonds, notes and derivatives, and bond credit structures including general obligation, revenue bond and securitization.
 - Experience as a municipal market issuer, investment banker and/or financial advisor.
 - Knowledge of NYC's bond credits and debt issuance parameters.
 - An understanding of governmental financial statements and pension fund reporting.
 - Excellent quantitative, interpersonal, communication, report writing and organizational skills (includes Microsoft Office Suite proficiency and familiarity with databases).
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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: August 10, 2015	POST UNTIL: Until filled	JVN: 015/016/005
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The NYC Comptroller's Office is an Equal Opportunity Employer