

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Investment Officer – Private Equity
Salary:	\$150,000 - \$170,000
Bureau/Division:	Bureau of Asset Management
Period:	September 28, 2015 – Until Filled

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 Officer (SIO) assists in the oversight of investment related activities and the development of investment programs.

The Senior Investment Officer will assist in overseeing the investment activity of private equity investments, currently valued at \$10.5 billion on behalf of the Systems.

Under the direction of the head of the division, responsibilities for SIO include, but are not limited to, the following:

- Identifies, reviews, and evaluates prospective investment opportunities (fund and direct investments);
- 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;
- Performs other related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college or university in business, economics, finance, accounting or a closely related field, and four (4) or more years of progressively responsible experience in a financial services organization handling complex financial transactions with considerable exposure to private equity funds or similar experience at a consulting firm/bank; **or**
- BS/BA degree from an accredited college with major studies in the fields mentioned above and six (6) or more years of progressively responsible professional experience as described above; **or**
- A satisfactory equivalent of education and experience mentioned above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Must possess an expert knowledge of financial principles and concepts that are crucial to the underwriting and valuation of private equity partnerships and direct deals;
- Expertise in Microsoft Excel and the other Microsoft Office Suite applications;
- Excellent accounting, financial, 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: September 28, 2015	POST UNTIL: Until Filled	JVN: 015/016/018
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The NYC Comptroller's Office is an Equal Opportunity Employer