

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Investment Analyst- Infrastructure
Salary:	\$80,000 - \$95,000
Bureau/Division:	Bureau of Asset Management
Period:	September 3, 2015 – Until filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City's five pension systems (Systems). This \$160 billion portfolio is managed primarily by external investment managers and is largely invested in publicly traded securities, with growing allocation to infrastructure. The Senior Investment Analyst – Infrastructure will assist in the development of an infrastructure investment program for the Systems, currently valued at \$1 billion and monitoring the existing investments.

Under the supervision of the Head of Infrastructure Investments duties include, but are not limited to, the following:

- Working with the infrastructure team and the Systems' consultants to identify, review and evaluate prospective infrastructure investment opportunities:
 - Constructs financial models, performs technical analyses, researches market trends and prepares executive summaries on prospective investment opportunities;
 - Assists the infrastructure team in the structuring/legal negotiation and documentation of new infrastructure fund, joint venture or co-investments;
 - Assists in preparing decision-making documents for internal Investment Committees and for Boards of Trustees;
 - Develops and maintains internal database of prospective investment opportunities; and
 - Coordinates the administrative processes required for all infrastructure investments;
- Monitoring and managing the portfolio of existing infrastructure investments to ensure compliance with the terms of the governing agreement and other contracts:
 - Develops and maintains internal database of existing investments and relevant operating/performance metrics;
 - Constructs financial models, performs technical analyses and develops summaries for existing investments;
 - Prepares research analyses on infrastructure market trends, strategies, industries, sectors, geographies and other topics as required;
 - Develops reports that track investment reporting, including the financial statements, quarterly reports, notices of distributions, capital calls and investment valuations;

- Works closely with the infrastructure investment operations team, the Systems' consultants and custodian to report internally on the performance of the Systems' infrastructure portfolio;
- Assists in processing capital calls and distributions;
- Monitors, tracks and processes amendment requests, consent notices and other contract changes;
- Participates in asset management tasks including limited partner advisory committee meetings, annual meetings, joint venture meetings and quarterly update calls and interacts with investment partners to monitor investment developments;
- Prepares a range of written communications as needed including executive summaries, meeting write-ups, and market analyses;
- Undertake special projects that impact the Bureau of Asset Management as assigned by the Head of Infrastructure and performs other related assignments and duties 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 two (2) or more years of progressively responsible experience in a financial services organization handling complex financial transactions with considerable exposure to infrastructure investments (equity or debt), 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 four (4) 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 a strong grasp of basic financial principles and concepts that are crucial to the underwriting and valuation of infrastructure;
- Expertise in Microsoft Excel and the other Microsoft Office Suite applications;
- Excellent 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 3, 2015	POST UNTIL: Until Filled	JVN: 015/016/007
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