

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Investment Analyst - Real Estate
Salary:	\$80,000 - \$95,000
Bureau/Division:	Bureau of Asset Management
Period:	September 16, 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 \$165 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 Senior Investment Analyst will assist in overseeing the investment activity of public (REITS) and private real estate investments, currently valued at \$8.5 billion on behalf of the Systems.

Under the general direction of the Head of the division, responsibilities include, but are not limited to, the following:

- Working with the real estate team and the Systems' consultants to identify, review and evaluate prospective real estate investment opportunities:
 - Constructs financial models, performs technical analyses, researches market trends and prepares executive summaries on prospective investment opportunities;
 - Assists the real estate team in the structuring/legal negotiation and documentation of new real estate 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 real estate investments;
- Monitoring and managing the portfolio of existing REITS and real estate 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 REITS and real estate 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 investment operations team, the Systems' consultants and custodian to report internally on the performance of the Systems' REITS and real estate 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 Real Estate 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 commercial real estate (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 an expert knowledge of financial principles and concepts that are crucial to the underwriting and valuation of commercial real estate;
- Strong Fluency 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 16, 2015	POST UNTIL: Until Filled	JVN: 015/016/012
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The NYC Comptroller's Office is an Equal Opportunity Employer