

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Senior Investment Officer - Infrastructure</b>
<b>Salary:</b>	<b>\$150,000 - \$170,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Asset Management</b>
<b>Period:</b>	<b>September 3, 2015 – Until Filled</b>

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**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 Officer – Infrastructure will assist in the development of an infrastructure investment program, currently valued at \$ 1 billion for the Systems.

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

- Identifies, reviews, and evaluates prospective investment opportunities;
- Assists with the manager search and selection process, and with the execution of co-investment opportunities; coordinates portfolio review and due diligence meetings, prepares agendas and meeting notes;
- Monitors and manages the portfolio of existing infrastructure 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; monitors and regularly reports on investment activities of investment partners; attends and reports on meetings with general partners of prospective investment opportunities;
- Assists senior management with use of risk analysis and compliance projects; performs quantitative and qualitative due diligence on prospective investment opportunities including evaluating past track records;
- Develops framework for analyzing the performance of existing investments; and oversees the development of internal databases of existing investments.
- Prepares investment committee memoranda and assists with research and other special projects;
- Performs other related assignments and duties as required.

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## 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 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 six (6) or more years of progressively responsible professional experience as described above; **or**
- A satisfactory equivalent of education and experience mentioned above.

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## 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 infrastructure;
- Expertise in Microsoft Excel and the other Microsoft Office Suite applications;
- 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.

<b>POSTING DATE:</b> September 3, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/016/006
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**The NYC Comptroller's Office is an Equal Opportunity Employer**