

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Investment Analyst – Public Fixed Income
Salary:	\$80,000 - \$95,000
Bureau/Division:	Bureau of Asset Management
Period:	February 17, 2016 – Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems). This \$160 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities, with growing allocations to private equity and real estate. The current public fixed income portfolio of approximately \$45 billion represents about 30% allocation of the Systems' total investments. The Senior Investment Analyst will assist in the oversight of investment activity related primarily to publicly-traded fixed income managed on behalf of the New York City Retirement Systems.

Under the supervision of the Head of Fixed Income, responsibilities include, but are not limited to, the following.

- Assists with the monitoring, evaluation and administration of investment programs managed by the external investment managers;
- Coordinates portfolio review and due diligence meetings, prepares agendas and meeting notes;
- Collects data on investment program benchmarks, market indexes and maintains spreadsheets and data base;
- Oversees the monthly return reconciliation process;
- Maintains monthly asset mix spreadsheets and recommends transfers for benefits and rebalancing;
- Assists with the manager search and selection process;
- Prepares investment commentaries and assists with research and special projects;
- Assists senior management with use of risk analysis and compliance products;
- 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 two (2) or more years of progressively responsible experience in a financial services organization administering publicly traded investment activities and/or overseeing external investment managers; **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.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- MBA is the preferred graduate degree;
 - Chartered Financial Analyst Certification is ideal;
 - Excellent interpersonal, communication, report writing and organizational skills (includes Microsoft Office Suite proficiency).
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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: February 17, 2016	POST UNTIL: Until Filled	JVN: 015/016/053
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The NYC Comptroller's Office is an Equal Opportunity Employer