

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Middle Office Manager
Salary:	\$100,000 - \$120,000
Bureau/Division:	Bureau of Asset Management
Period:	March 2, 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. In addition, approximately \$10 billion of city agency funds are invested internally. Responsibilities of the Middle Office Manager include but are not limited to the following:

- Works with the existing Asset Management leadership team to define roles and responsibilities of a Middle Office team supporting a complex fund which invests in the full range of asset classes;
- Documents and standardizes functions performed within each asset class and help to formulate a structure that efficiently services the needs of the Asset Managers while leveraging the capabilities of the operations group;
- Creates a transition plan that addresses functions and people to allow an orderly transition to a functioning front office/middle office/operations model;
- Supports the due diligence necessary during the manager selection process with major emphasis on evaluating operational risk factors;
- On an ongoing basis, ensures that manager information and contracts are current and in good order and meet all compliance requirements;
- Ensures that all documents regarding managers, consultants, general partners etc. are correctly captured by the CRM process and system used by the Bureau of Asset Management;
- Provides trade support for investment activities including funding new managers, rebalancing, capital calls etc. and assists in managing the information flow and analytics to allow asset managers to evaluate performance;
- Monitors compliance with mandates for the systems' specific investment strategies, validate the activities of transition managers; provide direct line support for assigned asset classes and serve as back up for other portfolios;
- Performs other related duties and functions as required.

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college or university with a major concentration in finance, accounting, economics, business, or a closely related field, and three (3) or more years of progressively responsible experience in a financial services organization handling complex financial transactions and identifying, measuring and managing the types of market, credit and operational risks associated with a public pension fund 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 five (5) or more years of progressively responsible professional experience as described above; **or**

Note: Knowledge of various investment asset classes including US and International public debt and equity, private equity, real estate and hedge funds must be evident through education and/or experience.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated experience in identifying, measuring and managing the types of market, credit and operational risks associated with a public pension funds;
 - Advanced knowledge of the use of spreadsheets; familiarization with CRM tools a plus but not immediately necessary;
 - Strong communication skills facilitating the flow of information with outside managers and consultants;
 - Experience with, general management techniques, e.g. planning and coordinating work assignments, must be displayed; along with the ability to prioritize work and complete assignments in a timely manner.
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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: March 2, 2016	POST UNTIL: Until Filled	JVN: 015/016/063
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The NYC Comptroller's Office is an Equal Opportunity Employer