

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Fund Accountant and Operations Manager
Salary:	\$130,000 – \$150,000
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. Duties and responsibilities of the Senior Fund Accountant and Operations Manager include but are not limited to the following:

- Produces a current state vs future state operating model for the middle and the back office operations;
- Reengineers the processing flow maximizing the use of the tools provided by the custodian and improving the quality of the asset data and the speed in which the data is produced;
- Creates procedure and control manuals to fully document operational functions and procedures across all activities; recommends and implements improvements to the processing model;
- Defines and creates reconciliation procedures to validate data and provide accurate information to down-stream users;
- Builds reporting tools (KPI) which highlight the activities, deliverables and issues facing the Asset Management operations area;
- For alternative assets classes, works with front office staff, middle office and the risk team to create a methodology to capture and report data and results; participates in efforts to define the requirements and select the platform for managing and reporting on alternative assets;
- Acts as a key point person in managing the relationship with the Custodian;
- Works closely with front and middle office as well as the accounting organization to ensure the needs of all groups are adequately met as each group more fully defines their roles;
- Manages teams providing performance reporting and other operational activities;
- Participates in the technology selection and implementation of asset management tools (e.g. treasury cash management system, CRM etc.)
- Manages and develops staff to create high functioning operations group;
- 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 five (5) or more years of progressively responsible experience in a financial services organization handling complex financial transactions in asset management dealing with complex portfolios across all asset classes 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 seven (7) or more years of progressively responsible professional experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience in asset management managing operations areas and dealing with complex portfolios across all asset classes in a financial services organization;
- MBA or CPA preferred;
- Strong accounting background is highly desirable;
- Particular expertise in Alternative Assets a huge plus;
- Evidenced use of tools to streamline reconciliation activities and maximizing the use of third party vendor systems;
- Ability to restructure teams and create standardized process and control documentation and KPI;
- Excellent managerial skills to enable building a strong team based on current staff;
- Strong computer skills at the user level (e.g. excel, visio, SQL etc).

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: 015/016/062
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The NYC Comptroller's Office is an Equal Opportunity Employer