

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Fund Accountant and Group Head
Salary:	\$110,000 - \$130,000
Bureau/Division:	Bureau of Asset Management
Period:	October 19, 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 \$165 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 Fund Accountant and Group Head include, but are not limited to the following:

- Works with the Director, Fund Accounting and Operations to design policies, procedures and practices which are used in the operational oversight of NYCRS investment portfolio;
- Assists the Director in building out the functions of the Asset Management Middle Office;
- Directs a team of accounting and investment operations staff in tasks related to the support of the investment portfolio;
- Reengineers processing flows maximizing the use of desktop programs as well as those provided by the custodian;
- Creates procedure and control manuals to document operational functions and activities; recommends and implements improvements to the processing model;
- Defines and creates procedures to validate data from outside providers (e.g. custodian) and provide accurate information to down-stream users;
- Implements and maintains metrics (Key Performance Indicators – KPI) to track progress and performance;
- Works closely with front office and the accounting organization to ensure the needs of all groups are adequately met as each group more fully defines their roles;
- Participates in the technology selection and implementation of asset management tools (e.g. alternative assets, risk etc.);
- 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 four (4) 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; at least 18 months of this demonstrated experience must have been as a team leader serving in an administrative, managerial, or executive capacity or supervising staff performing professional work in the areas described above; **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.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Extensive fund accounting experience in asset management dealing with complex portfolios across various asset classes;
- MBA or CPA preferred; exceptionally strong accounting background is required;
- Clearly demonstrated supervisory/managerial experience in managing operations areas in Asset management; ability to tackle complex fund accounting issues, design approaches and training staff to execute procedures;
- 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 leadership and managerial skills to enable building a strong team based on current staff;
- Particular expertise in Alternative Assets a huge plus;
- Excellent computer skills at the user level (e.g. excel, visio, SQL etc).

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

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: October 19, 2016	POST UNTIL: Until Filled	JVN: 015/017/019
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The NYC Comptroller's Office is an Equal Opportunity Employer