

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Investment Officer – Public Equity
Salary:	\$110,000 - \$133,900
Bureau/Division:	Bureau of Asset Management
Period:	June 27, 2017 – Until filled

JOB DESCRIPTION

The New York City Comptroller's Office Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems), which include five major pension systems. The Systems' \$180 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities.

The Investment Officer will assist in overseeing the Public Equity allocation, which currently totals approximately \$94.8 billion. Under the general direction of the Head of the division, responsibilities include, but are not limited to:

- Works with the investment team and the Systems' consultants to identify, review and evaluate both prospective and current investment managers;
- Documents the investment manager due diligence process;
- Constructs financial models and performs related analyses;
- Oversees the monitoring and relationship management of a portion of the portfolio of existing investment managers;
- Prepares and presents decision-making documents for the internal BAM Investment Committees and Boards of Trustees;
- Oversees the funding of investment managers and the transitions of assets;
- Drafts, maintains and revises investment manager guidelines and provides input for policy statements as needed.
- Designs criteria and parameters for research analyses on market trends, strategies, industries, sectors, geographies and other topics as may be required.
- Ensures the accuracy of periodic reports; and,
- Performs other related assignments or special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college or university in business, economics, finance, accounting or a closely related field, and three (3) or more years of progressively responsible experience in a financial services organization handling complex financial issues with considerable exposure to public equity funds, and asset management (private equity, public equity, hedge funds, etc.) 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**
- A satisfactory equivalent of education and experience mentioned above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated expertise and experience in public equity investment manager sourcing, evaluation and due diligence is a must;
 - Experience in portfolio management, structuring and monitoring strongly preferred;
 - Hands-on experience in producing monthly, quarterly and annual investment materials ideal;
 - CFA Charter holder, or progress toward earning the Charter;
 - Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint);
 - Excellent quantitative, writing, presentation, interpersonal, communication and organizational skills.
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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: June 27, 2017	POST UNTIL: Filled	JVN: 015/017/086
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The NYC Comptroller's Office is an Equal Opportunity Employer