

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Investment Accounting Analyst</b>
<b>Salary:</b>	<b>\$42,288 - \$52,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Asset Management</b>
<b>Period:</b>	<b>June 28, 2017 – Until filled</b>

---

### 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 \$180 billion portfolio is managed primarily by external investment managers. In addition, approximately \$10 billion of city agency funds are invested internally.

The Investment Accounting Analyst will be a member of Investment Operations Support, a group which reports in to the Executive Director, Fund Accounting and Operational Management. The primary function of IOS is to provide operational oversight and support to ensure that Investment Managers, the Custodian, Administrators and other Third-Party investment related service providers are performing their duties appropriately as they relate to the New York City Retirement System.

Duties and responsibilities of the Investment Accounting Analyst include, but are not limited to:

- Performs data analysis of investment holdings as directed by Head of IOS;
  - Uses desktop programs, creates analytic tools which are used to provide operational oversight of transactions, holdings and accounts;
  - Performs calculations and compilations of financial data, assesses data quality, performs reconciliations and automates various reconciliations by downloading data from core applications to analytic tools;
  - Prepares various asset, liability, revenue and expenditure schedules;
  - Conducts research to support data analysis or resolve discrepancies
  - Applies statistical techniques in the analysis of detailed financial or other data; and,
  - Performs other related duties and functions as may be required.
- 

### MINIMUM QUALIFICATION REQUIREMENTS

- A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, business administration, economics, finance, law, mathematics, or statistics and one (1) or more years of full-time experience in investment activities of a governmental agency, financial institution, or brokerage firm; **or**
- A baccalaureate degree from an accredited college and two (2) or more years of full-time experience in investment activities of a governmental agency, financial institution, or brokerage firm.

---

**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Familiarity and knowledge of investment management accounting and software;
  - High level of competency in Microsoft Excel (including pivot tables and VLOOKUP's) and other Microsoft Office Suite products;
  - Excellent interpersonal, communications and organizational skills.
- 

**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> June 28, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/087
---------------------------------------	------------------------------------	----------------------------

**The NYC Comptroller's Office is an Equal Opportunity Employer**