

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Securities Lending and Third Party Services Product Specialist
Salary:	\$75,000 - \$90,000
Bureau/Division:	Bureau of Asset Management
Period:	May 15, 2017 – 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 \$170 billion portfolio is managed primarily by external investment managers. In addition, approximately \$10 billion of city agency funds are invested internally.

The Securities Lending and Third Party Services Product Specialist reports to the Fund Accounting Manager of Investment Operations Support (IOS). 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 Securities Lending and Third Party Services Product Specialist, include but are not limited to, the following:

- Oversee all functions and supervise staff within the Third Party Services group;
- Manage initiatives to design policies, procedures and practices which are used in the procurement and operational oversight of third party non-investment services provided to NYCRS;
- Manage the RFP and/or contract renewal process for third party vendors in association with BAM's Contracts team and other BAM staff;
- Lead efforts to create oversight and monitoring tools which oversee third party investment support services including Securities Lending, Foreign Exchange and Foreign Tax Servicing;
- Evaluate vendors and program risks, assess and report on quality of service and compliance with contracts and industry best practices, and validate revenue and expenses;
- Serve as liaison, where needed, between BAM's and third party service provider; and remain current with industry initiatives to ensure BAM is striking the correct risk/reward balance for services;
- Define, implement, and maintain metrics (Key Performance Indicators – KPI) to track progress and performance of third party providers, and recommend and implement enhancements to service processes to improve performance;
- Assist IOS staff in measuring the performance of their Master Custodian against terms defined in the Contract for Services and Service Level Agreements;
- Work closely with Investment Strategy and the accounting organization to ensure the needs of all groups are adequately met;
- Perform other related duties and functions 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 functions as described above (e.g. securities lending, foreign exchange, manager transitions); **or**
 - BS/BA degree from an accredited college with major studies in the fields mentioned above and four (4) or more years of progressively responsible professional experience as described above; **or**
 - A satisfactory equivalent of education and experience mentioned above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Expertise in the functional areas of securities lending including collateral management and risk analysis, and foreign exchange is strongly preferred;
 - Strong contract management skills including overseeing and negotiating contracts for third party service providers expected;
 - Demonstrated expertise in creating standardized processes, control documentation and KPI;
 - Strong communications skills including excellent Microsoft Office computer skills and ability to multitask across various functional areas, and lead discussions and propose solutions expected.
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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: May 15, 2017	POST UNTIL: Until Filled	JVN: 015/017/052R
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The NYC Comptroller's Office is an Equal Opportunity Employer