

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Economic Development Fiscal Analyst
Salary:	\$50,000 - \$60,000
Bureau/Division:	Bureau of Economic Development
Period:	April 29, 2014 - May 19, 2014

JOB DESCRIPTION

The Bureau of Economic Development (the Bureau) seeks a motivated, detailed oriented individual who will serve as the Bureau's Fiscal Analyst reporting to the Director of Economically Targeted Investments (ETI). This position will play an important role in analyzing, reviewing and assessing investment information and opportunities necessary to promote economic growth within New York City.

The Bureau's primary responsibility includes actively managing and making recommendations for a broad range of city initiatives to help cultivate business growth and proactively seeking investment opportunities for retirement systems. It is also responsible for analyzing and making recommendations on economic development programs provide financial inducements to encourage new industrial and commercial development.

In addition, the Bureau oversees the ETI program which provides investment recommendations for the five New York City Retirement Systems. The program seeks investment opportunities that are not only expected to deliver a risk-adjusted market rate-of-return but also to generate collateral benefits to the City. The program is designed to address market inefficiencies by providing capital or liquidity to under-served communities and populations citywide.

Responsibilities include, but are not limited, to the following:

- Assist with the analyses and administration of the current ETI portfolio;
- Maintain internal databases of investments and generating reports with statistics on investments;
- Analyze reports from investment managers and custodian bank;
- Interpret return and benchmark calculations;
- Evaluate new ETI investment proposals and producing related summary reports; collaborate with agency staff to execute new ETI investments;
- Assist with agency projects and reports as needed;
- Generate comprehensive and informative reports;
- Develop and maintain key relationships with stakeholders including agency staff, external parties and institutions, and

- Perform other related work and assignments as may be required..

MINIMUM QUALIFICATION REQUIREMENTS

- MA/MS degree from an accredited university, **or**
- BA/BS degree from an accredited college and two (2) or more years of relevant full-time experience.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with real estate finance through experience or education, including comfort dealing with statistics and computations.
- Excellent writing, interpersonal and organizational skills.
- Proficiency with Microsoft Office programs, including Microsoft Access.
- Ability to independently work, manage and prioritize multiple task and projects.

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: April 29, 2014	POST UNTIL: May 19, 2014	JVN: <u>015/14/018</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer