

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

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| <b>Title:</b>           | <b>Special Assistant to the Deputy Comptroller</b> |
| <b>Salary:</b>          | <b>\$90,000 - \$120,000</b>                        |
| <b>Bureau/Division:</b> | <b>Asset Management</b>                            |
| <b>Period:</b>          | <b>September 3, 2015 - Until Filled</b>            |

**JOB DESCRIPTION**

The New York City Comptroller's Office is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems). This \$160 billion total portfolio is managed by external investment managers (cash is managed internally), and is largely invested in publicly-traded securities, with significant allocations to private equity, real estate assets, hedge funds, and opportunistic fixed income investments. The Comptroller's Bureau of Asset Management is overseen by the Deputy Comptroller for Asset Management / Chief Investment Officer. The Special Assistant will provide highly responsible administrative management and operational support to the Deputy Comptroller for Asset Management / Chief Investment Officer and manage special projects and conduct research as needed.

Reporting directly to the Deputy Comptroller for Asset Management / Chief Investment Officer, the Special Assistant's responsibilities include, but are not limited to:

- Assisting in the management, coordination and preparations of the priorities, schedules and activities of the Deputy Comptroller;
- Collaborating and communicating with staff of the Bureau of Asset Management and Comptroller's Office to strengthen the operations and investment processes of the Bureau and agency and provide operational assistance to the Deputy Comptroller on a variety of initiatives;
- Creating effective written materials for internal and external use including but not limited to memoranda, correspondence, presentations and reports;
- Under the general direction of the management and by following the policies and priorities of the Bureau, planning and establishing administrative procedures for the Bureau of Asset Management and ensuring adherence to procedures and policy; and
- Other related duties assigned by the Deputy Comptroller.

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**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 transactions with considerable exposure to Asset Management (private equity, public equity, hedge funds, infrastructure, real estate etc.) or similar experience at a consulting firm or in a closely related area; **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.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Experience with the development, implementation, and/or monitoring of policies and procedures within a large public institutional investment environment;
- Superior writing, communication, research and presentation skills;
- Exceptional organizational, time management and administrative skills and ability to coordinate multiple diverse projects and set and meet deadlines;
- Ability to maintain confidentiality of work related information and materials;
- Knowledge of Microsoft Word, Excel, PowerPoint and Access.

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

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| <b>POSTING DATE:</b><br>September 3, 2015 | <b>POST UNTIL:</b><br>Until Filled | <b>JVN:</b><br>015/016/008 |
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**The NYC Comptroller's Office is an Equal Opportunity Employer**