

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Investment Officer – Hedge Funds
Salary:	\$150,000 – \$170,000
Bureau/Division:	Bureau of Asset Management
Period:	October 13, 2015 – Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for the oversight of the investment portfolio of the City's five pension systems (Systems). This \$163 billion portfolio is managed primarily by external investment managers and is largely invested in publicly traded securities, with growing allocations to hedge funds. Senior Investment Officer (SIO) – Hedge Funds will assist in the oversight of investment related activities and the development of Hedge Funds investment program, currently valued at 3 billion for the Systems.

Under the direction of the head of Hedge Funds, responsibilities for the SIO include, but are not limited to, the following:

- Identifies, reviews, and evaluates prospective investment opportunities across all hedge fund strategies;
- Leads hedge fund due diligence meetings, prepares agendas and meeting notes complete with investment recommendations;
- Performs quantitative and qualitative due diligence on prospective hedge fund investments;
- Monitors and reports on investment activities for the portfolio of existing hedge fund investments;
- Assists with the hedge fund manager search and selection process;
- Works alongside and in cooperation with our hedge fund investment consultant;
- Develops internal and external reports on investment strategy and portfolio performance;
- Assists senior management with risk analytics; and
- Performs other related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college or university in business, economics, finance, accounting or a closely related field, and four (4) or more years of progressively responsible experience in a financial services organization handling complex financial transactions with considerable exposure to all hedge fund strategies 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 six (6) 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

- Proficiency in Microsoft Office Suite and Bloomberg;
- Excellent financial writing, presentation, interpersonal, communication, and organizational skills;
- A generalist hedge fund investor, with experience investing in all strategies;
- Ability to research and produce a written investment recommendations, and present it internal and external stakeholders;
- Understanding of and experience with quantitative measures.

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: October 13, 2015	POST UNTIL: Until Filled	JVN: 015/016/024
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The NYC Comptroller's Office is an Equal Opportunity Employer