

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Investment Officer – Real Estate
Salary:	\$110,000 - \$130,000
Bureau/Division:	Bureau of Asset Management
Period:	September 16, 2015 – Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems), which is comprised of five pension systems. This \$165 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities, with growing allocations to private equity, real estate, infrastructure, hedge funds and opportunistic fixed income investments.

The Investment Officer will assist in overseeing the investment activity of public (REITS) and private real estate investments, currently valued at \$8.5 billion on behalf of the Systems.

Under the general direction of the Head of the division, responsibilities include, but are not limited to, the following:

- Working with the investment team and the Systems' consultants to identify, review and evaluate prospective investment opportunities; conducting due diligence on investment opportunities; overseeing development of internal database of prospective investment opportunities; developing framework for analyzing the historical track record of prospective investment opportunities and other financial analyses; constructing financial models and performing technical analyses;
- Assisting the investment team, the General Counsel's office, and consultants in negotiating terms and conditions of new investment agreements and other related contracts; and preparing and presenting decision-making documents for internal Investment Committees and Boards of Trustees;
- Monitoring and managing the portfolio of existing investments to ensure compliance with the terms of the limited partnership agreement and other contracts; overseeing development of internal database of existing investments; developing framework for analyzing the performance of existing investments; constructing financial models and performing technical analyses;
- Designing criteria and parameters for research analyses on market trends, strategies, industries, sectors, geographies and other topics as required; insuring the accuracy of partnership reporting, including the financial statements, quarterly reports, notices of distributions, capital calls and investment valuations;
- Processing capital calls and distributions; reviewing and making recommendations on amendment requests, consent notices and other contract changes; participating in limited partner advisory committee meetings, annual meetings and quarterly update calls;

- Utilizing relationships with general partners to monitor fund developments; designing reports to track Systems' investment activity; and assisting in developing agenda for investment conferences and other events.
- Performing related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- Master's degree in business administration, economics, finance, or a closely related field and three (3) or more years of full-time satisfactory experience in a financial services organization, with progressively increasing responsibility for complex financial transactions and considerable exposure to debt and/or equity commercial real estate or similar experience at a consulting firm or in a closely related area; **OR**
- BS/BA degree from an accredited college or university and five (5) or more years of full-time satisfactory experience as listed above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Must possess an expert knowledge of financial principles and concepts that are crucial to the underwriting and valuation of commercial real estate;
- Strong Fluency in Microsoft Excel and the other Microsoft Office Suite applications;
- Excellent financial, writing, presentation, interpersonal, communication, and organizational skills.

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: September 16, 2015	POST UNTIL: Until Filled	JVN: 015/016/011
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The NYC Comptroller's Office is an Equal Opportunity Employer