

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Financial Analyst
Salary:	\$115,000 – \$127,000
Bureau/Division:	Bureau of Asset Management
Period:	November 4, 2015 – 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 \$160 billion portfolio is managed primarily by external investment managers. In addition, approximately \$10 billion of city agency funds are invested internally.

The Senior Financial Analyst will assist in overseeing the production and quality of reports generated by various internal and external sources. Reporting directly to the Assistant Comptroller for Asset Management, responsibilities include, but are not limited to, the following:

- Working with the custodian bank to create financial reports that provide relevant information for BAM senior and investment staff;
- Coordinating the review of data from the custodian bank and BAM staff and ensuring its accuracy and timely delivery;
- Coordinating the preparation of financial reports for the various pension and pension related funds;
- Conducting research on investment issues and preparing comprehensive financial analyses of pension information;
- Liaising with the investment strategy staff to incorporate their needs into the analyses and reports being created by external and internal staff;
- Working with various bureaus within the Comptroller's office to maintain and promote investment industry and best practices;
- As necessary, assisting the CIO, Assistant Comptroller and other senior staff members of BAM in various special projects concerning the various NYC Pension Funds' portfolio;
- Performing other related functions and duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college or university with a major concentration in finance, accounting, economics, business, 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 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 five (5) or more years of progressively responsible professional experience as described above; **or**
- A satisfactory equivalent of education and experience mentioned above.

Note: Knowledge of various investment asset classes including US and International public debt and equity, private equity, real estate and hedge funds must be evident through education and/or experience.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- CFA or a candidate for CFA Charter preferred;
 - The ideal candidate will also have exposure to financial principles/concepts that are crucial to the underwriting and valuation of various investment vehicles;
 - Experience with, general management techniques, e.g. planning and coordinating work assignments, must be displayed; along with the ability to prioritize work and complete assignments in a timely manner;
 - Excellent interpersonal, communication, and organizational skills (includes Microsoft Office Suite proficiency) expected.
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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: November 4, 2015	POST UNTIL: Until Filled	JVN: 015/016/028
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The NYC Comptroller's Office is an Equal Opportunity Employer