

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Account Management Analyst
Salary:	\$49,000 - \$60,000
Bureau/Division:	Asset Management / Investment Operations Support
Period:	September 25, 2020 - Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the Investment Portfolios of the New York City Retirement Systems (Systems) totaling approximately over \$200 billion in assets. The portfolio is managed primarily by external Investment Managers and is largely invested in publicly-traded securities with additional allocations to private equity, real assets, hedge funds, and opportunistic fixed income investments.

The primary function of IOS is to provide operational oversight and support to ensure that Investment Managers, the Custodian, Administrators and other Third-Party investment related service providers are performing their duties appropriately as they relate to the New York City Retirement System. The Account Management team within IOS performs specific activities related to the opening, closing and maintaining accounts related to the assets of the New York City Retirement Systems held in designated portfolios at the Custodian bank.

Account Management Analyst reports to the Group Head of Account Management team. Duties and responsibilities of the Account Management Analyst include, but are not limited to, the following:

- Performs various operational processing tasks related to NYC Retirement System accounts at the Custodian Bank including:
 - Open, Close and Maintain all accounts at the Custodian;
 - Provide updates to internal Account Master and to Administrator (AIS) for account attributes;
 - Reconciliation and monitoring of NYC Retirement System accounts in the termination process and perform all tasks necessary to close accounts;
- Interacts with Investment Staff and Middle Office in regards to account information;
- Documents Account Management processes;
- Initiate fund transfers in Custodian bank payment system for accounts, when needed;
- Performs reconciliation of accounts, when needed; and,
- Performs other related duties and functions as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

A BS/BA degree from an accredited college or university including or supplemented by 24 semester credits in accounting, business administration, economics, finance, or statistics and one (1) or more years of experience in a financial services organization handling operational support functions similar to those described in the bulleted list in the job description above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with My State Street and other asset management tools preferred;
 - Excellent Microsoft Office (Excel, PowerPoint) computer skills at the user level.
-

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

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 25, 2020	POST UNTIL: Until Filled	JVN: 015/021/006
--	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer