

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Alternative Assets Fund Accountant and Analyst</b>
<b>Salary:</b>	<b>\$46,747 – \$53,759</b>
<b>Bureau/Division:</b>	<b>Asset Management / Investment Operations Support</b>
<b>Period:</b>	<b>January 5, 2018 – Until Filled</b>

### 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 over \$193 billion in assets as of November 30, 2017. 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 Alternative Assets Fund Accountant and Analyst will be a member of Investment Operations Support (IOS) - Alternative Assets group. 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 Systems. Duties and responsibilities of the position include, but are not limited to:

- Perform investment oversight for Alternative Asset including review of Capital Call and Distribution notices to ensure accurate accounting and consistent reporting between the New York City Retirement Systems that hold the investments;
- Perform quarterly reconciliation of Market values for Alternative Investments as reported by the Alternative Asset Administrator to the General Partners' Statements;
- Participate in discussions with Investment Staff, Investment Managers, Consultants and others to ensure that investments are correctly recorded and reported;
- Assist in quarterly fee reporting including the tracking of ILPA fee templates and other fee documents as well as the analysis and reporting of fee data;
- Conduct research to support data analysis or resolve discrepancies;
- Assist with any automations and conversion efforts to a new technology platform in support of Alternative Assets;
- Assist with the combining of Administrator, General Partner and Consultant data with desktop support applications to build tools to monitor investments and reconciliations;
- Use desktop programs, and analytic tools to provide operational oversight of transactions, holdings and accounts; use advanced skills to create desktop programs to automate transaction oversight;
- Perform calculations and compilations of financial data, assess data quality and perform reconciliations; use advanced skills to automate various reconciliations by downloading data from core applications to analytic tools;
- Perform other related duties and functions as may be required.

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### MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing; **or**
  2. A valid New York State Certified Public Accountant license.
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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Graduate degree and/or some experience in alternative assets is desirable;
  - Familiarity with investment management accounting and related software is a plus;
  - High level of competency in Microsoft Excel (including pivot tables and VLOOKUP's) and other Microsoft Office Suite products is a must;
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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> January 5, 2018	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/018/041
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**The NYC Comptroller's Office is an Equal Opportunity Employer**