The Bureau of Asset Management (BAM) is responsible for oversight of the Investment Portfolios of the New York City Retirement Systems (Systems). This approximately $200 billion 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 Middle Office Analyst will be part of Investment Operation Support (IOS) Alternatives Middle Office group. The primary function of the Alternatives Middle Office group is to provide support for set up and ongoing processing of Alternative Asset investment transactions throughout the investment lifecycle and to provide support to the Investment staff.

Duties and responsibilities of the Alternative Assets Middle Office Analyst include but are not limited to the following:

- Process and track daily capital calls/subscriptions and distributions/redemptions;
- Review Consultant certification of cash flows and resolve any discrepancies;
- Record keeping and document management of investments and transactions. Monitor legal documents, tax documents and partnership agreements;
- Support the contracting process for new investments including providing information to legal teams;
- Manage account opening process for new investments;
- Perform and assist in the operational due diligence of potential new GP investments including researching and reviewing all applicable GP provided files and participating in due diligence calls;
- Reconciliation of Account Master database attributes to Administrator and Consultants data;
- Maintain updated contact list for all Investments;
- Respond to internal and external Alternative Investment document requests;
- Documentation of Alternative Assets Middle Office processes; and,
- Perform other related functions and duties as may be required.
MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in accounting, business administration, economics, finance, law, mathematics, or statistics and four (4) or more years of satisfactory full-time experience in investment activities of a governmental agency, financial institution, or brokerage firm; or,

2. A baccalaureate degree from an accredited college and five (5) or more years of satisfactory full-time experience in investment activities of a governmental agency, financial institution, or brokerage firm.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Finance/accounting/operations experience in Alternatives Investments (Private Equity, Real Estate, Infrastructure, Hedge Funds, Opportunistic Fixed Income);
- Strong communications skills with ability to assist in leading discussions and proposing solutions;
- Ability to multitask across various functional areas;
- Proficiency in Microsoft Excel (including pivot tables and VLOOKUP’s) and other Microsoft Office Suite products.

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.

The NYC Comptroller’s Office is an Equal Opportunity Employer