

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Debt Analyst and Administrator</b>
<b>Salary:</b>	<b>\$55,000 - \$65,000</b>
<b>Bureau/Division:</b>	<b>Public Finance</b>
<b>Period:</b>	<b>January 9, 2017 – Until Filled</b>

**JOB DESCRIPTION**

The Comptroller is responsible, together with the Mayor, for issuing bonds and notes backed by the City's General Obligation (GO) as well as debt of the NYC Transitional Finance Authority (TFA), NYC Municipal Water Finance Authority (NYW) and various other smaller issuers. In this role, the Comptroller's Bureau of Public Finance jointly determines and approves the structures, terms and conditions for all bond and note issues, manages the portfolio of outstanding bonds totaling approximately \$110 billion across all issuers, and works with external constituents such as ratings agencies, investors, and the financial community. The Bureau advises the Comptroller on debt policy issues and coordinates with other areas of the office that impact City bonds.

Reporting to the Assistant Comptroller for Public Finance, the Debt Analyst and Administrator will support the Bureau of Public Finance in all aspects of managing the debt of NYC and its related issuers. Primary responsibilities include, but are not limited to the following:

- Perform quantitative and qualitative analyses on relevant issues including financial policy, market, investor, legislative, regulatory and credit developments;
- Provide transactional support for NYC bond issues. Participate in the preparation and review of offering documents. Work closely with internal and external colleagues to ensure successful and orderly issuance of debt and maintain files for each transaction;
- Manage all aspects of GO bond compliance with IRS arbitrage rebate reporting, in coordination with the external rebate compliance consultant and bond counsel;
- Review content of the bond section of the Comptroller's website and social media. Review and update website on a regular basis and ensure all information is accurate and current;
- Develop and maintain databases of major institutional and professional retail major investors and contacts;
- Support press activity related to bond issuance;
- Prepare data files and coordinate with Public Finance and Bureau of Accountancy for inclusion of updated information in the CAFR;
- Participate in the selection of underwriters, counsel and financial advisors through the RFP process;
- Perform related assignments or special projects as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college in economics, finance, accounting, business, public finance or public administration, management science, or a closely related field and at least two (2) or more years of professional experience in finance, public policy or government administration or in a closely related field;
  2. Education and/or experience equivalent to "1" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Excellent quantitative, interpersonal, communication, research, report writing and organizational skills (includes Microsoft Office Suite proficiency and familiarity with databases);
  - Exposure to and understanding of municipal debt markets instruments including bonds and various credit structures including general obligation, revenue bond and securitization;
  - Detail oriented and well organized; ability to multi-task, meet deadlines and work independently;
  - Experience as a municipal market issuer, investment banker and/or financial advisor;
  - Master's degree in business administration, economics, finance or a closely related field.
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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> January 9, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/045
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**The NYC Comptroller's Office is an Equal Opportunity Employer**