

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Debt Analyst and Administrator</b>
<b>Salary:</b>	<b>\$65,000 - \$85,000</b>
<b>Bureau/Division:</b>	<b>Public Finance</b>
<b>Period:</b>	<b>April 4, 2021 – Until Filled</b>

**JOB DESCRIPTION**

The Comptroller is responsible, together with the Mayor, for issuing New York City General Obligation (GO) bonds and notes as well as debt of the NYC Transitional Finance Authority (TFA), NYC Municipal Water Finance Authority (NYW) and various other less frequent issuers. In this role, the Comptroller's Bureau of Public Finance determines and approves the structures, terms and conditions for all bond and note issues, manages the portfolio of outstanding bonds totaling approximately \$100 billion across all issuers, and works with external parties 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 Comptroller's Office on finance-related issues.

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:

- Lead Public Finance's investor relations strategy, in coordination with the Mayor's office. Develop advertising campaigns, support bond-related press activity, track major institutional and professional retail investor activity, and plan investor conferences;
- Develop and maintain databases of major institutional and professional retail investors and contacts;
- Perform quantitative and qualitative analyses on relevant issues including financial policy, market, investor, legislative, regulatory and credit developments;
- Provide transactional support for 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;
- Review and update content of the NYC Bonds section of the Comptroller's website on a regular basis and ensure all information is accurate and current;
- Participate in the selection of underwriters, counsel and financial advisors through an RFP process; and,
- Perform related assignments or special projects as required.

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**MINIMUM QUALIFICATION REQUIREMENTS**

1. BA/BS 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 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, report writing and organizational skills (includes Microsoft Office Suite proficiency and familiarity with databases);
  - Exposure to and understanding of municipal debt market instruments, including bonds and various notes and 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, public finance or public administration, management science, accounting, 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> April 4, 2021	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/021/030
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**The NYC Comptroller’s Office is an Equal Opportunity Employer**