

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Group Head, Account Management</b>
<b>Salary:</b>	<b>\$65,000 - \$85,000</b>
<b>Bureau/Division:</b>	<b>Asset Management / Investment Operations Support</b>
<b>Period:</b>	<b>March 2, 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 \$194.7 billion in assets as of December 31, 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.

Account Management Group Head reports to the Executive Director of Investment Operations Support (IOS). 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. Duties and responsibilities of the Group Head for Account Management include, but are not limited to the following:

- Oversee all functions performed within the Account Management group; manage a small team within the group and lead meetings/discussions representing Account Management functions;
- Create and improve processes related to the set-up, monitoring and closing of accounts in agreement with investment contracts and BAM and custodian requirements;
- Develop and advance existing processes related to the monitoring of cash accounts including covering overdrafts, performing sweeps of cash for accounts where they are not being managed by a third party and monitoring related compliance alerts;
- Create reporting tools to ensure static data is consistent across all users (compliance, risk, performance reporting etc.); develop and maintain data standards for all descriptive fields across all users and manage the data syndication process across users;
- Establish operational metrics on Account Management activities monitored by the team;
- Serve as a key member of the implementation teams for new technology to maintain the integrity of account data; design and manage the set-up of manager data in the conversion effort to new technology platforms;
- Interface with investment staff, investment managers, consultants and others to ensure investment accounts are correctly on-boarded and managed with all necessary attributes and on-going account issues resolved;
- Design/maintain processes to monitor transition managers during rebalancings and transitions; and,
- Perform other related duties and functions as may be required.

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### 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, law, mathematics, or statistics, and three (3) or more years of experience in a financial services organization handling operational support functions as described in the bulleted list in the job description above.

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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with My State Street and other asset management tools preferred;
  - Supervisory experience and ability to multitask across various functional areas is ideal;
  - Project management skills and ability to maintain metrics to track performance;
  - Strong communications skills including excellent Microsoft Office (Excel, PowerPoint) computer skills at the user level.
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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> March 2, 2018	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/018/054
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**The NYC Comptroller's Office is an Equal Opportunity Employer**