

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Group Head, Public Markets Middle Office |
| Salary: | \$85,000 - \$95,000 |
| Bureau/Division: | Asset Management / Investment Operations Support |
| Period: | September 18, 2020 - Until Filled |

JOB DESCRIPTION

The New York City Comptroller's Office Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems) totaling approximately \$200 billion in assets. 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 alternative credit.

The Public Markets Middle Office Group Head will report to the Executive Director of Investment Operations Support (IOS). The Public Markets Middle Office group will perform functions to support the public markets investment staff throughout the lifecycle of the investment relationship. Duties and responsibilities of the Public Markets Middle Office Group Head include, but are not limited to, the following:

- Overseeing all functions performed within the Public Markets Middle Office group; managing a small team of operations professionals by assigning and monitoring tasks, providing training and evaluating performance;
- Leading meetings and discussions representing Public Markets Middle Office group functions;
- Transferring funds to and from investment managers for initial funding, rebalance events and terminations;
- Onboarding investment managers including account opening and all internal and external documentation requirements;
- Serving as the main point of contact for the custodian and investment manager when transitioning assets due to rebalance and termination events;
- Providing ongoing operational support for public market investments including adding trading markets, replying to manager and KYC documentation requests;
- Performing operational due diligence for potential public market investment managers;
- Maintaining the accuracy of all public investment attributes in the account master database;
- Creating and maintaining written process documentation for the group; and,
- Performing other related duties and functions 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 three (3) or more years of progressively responsible full-time experience in a financial services organization handling either Middle Office functions or operational support/oversight functions similar to those described in the bulleted list in the job description above; or,
2. A baccalaureate degree from an accredited college and four (4) or more years of progressively responsible full-time experience as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Supervisory experience managing a team of finance/accounting professionals and/or serving as a project manager for the execution of investment transitions;
- Familiarity with My State Street and other asset management tools preferred;
- Superior project management skills and demonstrated ability to multitask across various functional areas is ideal;
- Strong communications skills including excellent Microsoft Office (Excel, PowerPoint) computer skills at the user level.

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.

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| POSTING DATE: September 18, 2020 | POST UNTIL: Until Filled | JVN: 015/021/004 |
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The NYC Comptroller's Office is an Equal Opportunity Employer