

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Group Head, Public Markets
Salary:	\$65,000 - \$85,000
Bureau/Division:	Asset Management / Investment Operations Support
Period:	May 8, 2018 - Until Filled

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.

Group Head for Public Markets 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. The Public Markets group provides oversight and support for all of the accounts related to Investment Managers for publicly-traded securities. Duties and responsibilities of the Group Head for Public Markets include, but are not limited to, the following:

- Oversees all functions performed within the Public Markets Group and manages a small team of professional staff within Group by assigning and monitoring tasks, providing training and evaluating performance;
- Leads meetings/discussions representing Public Markets Group functions;
- Responsible for the oversight and analysis of monthly Investment Manager Reconciliations;
- Communicates with Investment Managers and Custodian and facilitates the resolutions of issues;
- Validates transaction activity for rebalances and transition of assets, interacts with Retirement Systems in answering questions/resolving issues, and provides insights and recommendations for accounting activity;
- Reviews data for Investment Manager compliance for use in KPI's;
- Reviews domestic corporate action verifications;
- Creates, refines and maintains written process documentation for the Oversight of publicly-traded security accounts;
- Applies and builds creative automation solutions to facilitate the timely completion of functions within the Group; and,
- Performs other related duties and functions as may be required.

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

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Substantial supervisory experience managing a team of finance/accounting professionals;
 - 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;
 - Demonstrated 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

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.

POSTING DATE: May 8, 2018	POST UNTIL: Until Filled	JVN: 015/018/080
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The NYC Comptroller's Office is an Equal Opportunity Employer