

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Investment Officer – Fixed Income |
| Salary: | \$110,000 - \$133,900 |
| Bureau/Division: | Bureau of Asset Management |
| Period: | October 30, 2018 – Until Filled |

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems). This \$197 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities, with growing allocations to private equity and real estate. The Investment Officer will assist in the oversight of investment activity related to fixed income investments managed on behalf of the New York City Retirement Systems. The present policy allocation for fixed income is approximately 30% of the total funds.

Under the supervision of the Head of Fixed Income, responsibilities include, but are not limited to, the following:

- Periodic contacts with fixed income investment managers, performs regular monitoring and evaluation activities for such managers. Interacts with systems' investment consultants to optimize the performance of their part of the plans' portfolios;
- Participates in the search and selection process for fixed income managers and selection committees in other asset classes;
- Analyzes data on investment program benchmarks and market indexes and reviews spreadsheets and data bases; Designing criteria and parameters for research analyses on market trends, strategies, industries, sectors, geographies and other topics as required
- Conducts research on fixed income investment issues that impact the portfolios;
- Suggests improvements to investment policy statements and investment advisor guidelines, and drafts and maintains relevant documentation;
- Assists with the legal documentation process and works with the General Counsel's office to help finalize fund documents;
- Undertakes special projects that impact the Bureau of Asset Management as assigned by the Head of Fixed Income; and,
- Performs other related assignments or special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A graduate degree from an accredited college, with major studies in Finance, economics, accounting, or business, or a closely related field, and three (3) or more years of progressively responsible full-time professional experience administering publicly traded investment activities and/or overseeing managers of publicly traded investments for a financial organization, with substantial exposure to fixed income investments, or similar experience at a consulting firm; **or**,
2. BS/BA degree from an accredited college with major studies in the fields mentioned above and five (5) or more years of progressively responsible professional experience as described above; **or**,
3. A satisfactory equivalent of education and experience mentioned above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated substantial professional investment experience in fixed income strategies, including governments, mortgages, investment grade credit and treasury inflation protected securities is strongly preferred;
- Chartered Financial Analyst Certification is ideal;
- MBA or a graduate degree in Finance;
- Experience in investment manager sourcing and due diligence, portfolio management, structuring and monitoring;
- Excellent interpersonal, communication, report writing and organizational skills (includes Microsoft Office Suite proficiency).

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: October 30, 2018 | POST UNTIL: Until Filled | JVN: 015/019/035 |
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The NYC Comptroller's Office is an Equal Opportunity Employer