

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Investment Officer – Public Equity
Salary:	\$110,000 - \$133,900
Bureau/Division:	Bureau of Asset Management
Period:	February 9, 2022 – Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems), which includes five major pension systems. The Systems' \$275 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities.

The Investment Officer will assist in overseeing the Public Equity allocation, which currently totals approximately \$130 billion. Under the general direction of the Head of the division, responsibilities include, but are not limited to:

- Working with the investment team and the Systems' consultants to identify, review and evaluate both prospective and current investment managers;
- Documenting the investment manager due diligence process;
- Constructing financial models and performing related analyses;
- Monitoring and relationship management of a portion of the portfolio of existing investment managers;
- Preparing and presenting decision-making documents for the internal BAM Investment Committee and Boards of Trustees;
- Overseeing the funding of investment managers and the transition of assets;
- Drafting, maintaining and revising investment manager guidelines and providing input for policy statements, as needed;
- Designing criteria and parameters for analysis of market trends, strategies, industries, sectors, geographies and other topics as required;
- Ensuring the accuracy of periodic reports, and,
- Performing related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- A Master's degree from an accredited college or university in business, economics, finance, accounting or a closely related field, and three (3) or more years of progressively responsible experience in a financial services organization handling complex financial issues with considerable exposure to public equity funds, and asset management (private equity, public equity, hedge funds, etc.) or similar experience at a consulting firm/bank; **or**,
- 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**,
- A satisfactory equivalent of education and experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated expertise and experience in public equity investment manager sourcing, evaluation and due diligence is strongly preferred;
- Experience in portfolio management, structuring and monitoring;
- Hands-on experience in producing monthly, quarterly and annual investment materials;
- CFA Charterholder, or progress toward earning the Charter is strongly preferred;
- Excellent quantitative, writing, presentation, interpersonal, communication and organizational skills;
- Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint).

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.

Note: We appreciate every applicant's interest; however, only those under consideration will be contacted. Certain residency requirements may apply. Under Executive Order 75, all new City employees are subject to mandatory vaccination requirements. Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: February 9, 2022	POST UNTIL: Filled	JVN: 015/022/039
--	------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer