

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Investment Operations Analyst |
| Salary: | \$49,000- \$60,000 |
| Bureau/Division: | Bureau of Asset Management / Investment Operations Support |
| Period: | September 15, 2020 – 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). This approximately \$200 billion 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.

The Investment Operations Analyst will be part of Investment Operation Support (IOS) Third Party Services group. The primary function of the Third Party Services group is to perform oversight services and coordination of various activities provided by external counterparties including but not limited to: Securities Lending Agent, Foreign Exchange Providers, Foreign Exchange Advisors, Investment Managers, Custodian and Consultants.

Duties and responsibilities of the Investment Operations Analyst, include but are not limited to the following:

- Assist in the coordination activities related to movement of assets associated with rebalance of the portfolio and transition management events. Works as a liaison between Investment Staff, Investment Manager, Custodian, Transition Managers, Lending Agent and Foreign Exchange Provider;
- Assist with the oversight of BAM's Security Lending Program by performing monthly review of attributes of lending and collateral investment programs against limitations and guidelines, and providing reporting on BAM's Securities Lending provider(s) to provide insight into the status of the program and highlights issues;
- Assist with the oversight of Foreign Exchange Trading program by acting as a liaison between FX Provider and external Investment Managers, and providing reporting on BAM's Foreign Exchange provider(s) to provide insight into the status of the program and highlights issues;
- Produce metrics (Key Performance Indicators – KPI) to track progress and performance of third party providers;
- Prepare Investment Manager report cards;
- As functions are developed within Investment Operations Support and external vendors are selected, assist in providing oversight for other activities; and,
- Perform other related functions and duties 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 one (1) or more years of satisfactory full-time experience in investment activities of a governmental agency, financial institution, or brokerage firm; or,
 2. A baccalaureate degree from an accredited college and two (2) or more years of satisfactory full-time experience in investment activities of a governmental agency, financial institution, or brokerage firm.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience in investment activities of a governmental agency, financial institution or brokerage firm;
 - Ability to multitask across various functional areas;
 - Strong communications skills with ability to assist in leading discussions and proposing solutions;
 - Project Management experience is a plus;
 - Proficiency in Microsoft Excel (including pivot tables and VLOOKUP's) and other Microsoft Office Suite products.
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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.

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| POSTING DATE: September 15, 2020 | POST UNTIL: Until filled | JVN: 015/020/026R |
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The NYC Comptroller's Office is an Equal Opportunity Employer