

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Public Markets Middle Office Analyst (2 positions)</b>
<b>Salary:</b>	<b>\$70,000 - \$80,000</b>
<b>Bureau/Division:</b>	<b>Asset Management / Investment Operations Support</b>
<b>Period:</b>	<b>September 18, 2020 - Until Filled</b>

### 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 Analyst will report to Investment Operations Support (IOS) Public Markets Middle Office Group Head. The Public Markets Middle Office Group will perform functions to support the Public Markets' (Equity, Fixed Income, and Alternative Credit) investment staff throughout the lifecycle of the investment relationship. Duties and responsibilities of the Public Markets Middle Office Analyst include, but are not limited to, the following:

- Performing operational functions related to 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;
- Coordinating activities with custodian and investment manager when transitioning assets due to rebalance and termination events;
- Providing ongoing support to public market investment accounts including adding trading markets, replying to manager and KYC documentation requests;
- Reviewing due diligence documentation and preparing summaries for Operational Due Diligence calls with potential public markets investment managers;
- Maintain public market investment attributes in the Account Master database;
- Maintain updated contact lists for all public investments;
- Prepare process documentation for public markets Middle Office functions;
- Assist with and prepare public market manager risk and performance reporting; and,
- Performing other related duties and functions as may be required.

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## 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 two (2) or more years of 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 of the job description above; or,
2. A baccalaureate degree from an accredited college and three (3) or more years of experience as described "1" above.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with My State Street and other asset management tools preferred;
- Ability to multitask across various functional areas is ideal;
- Strong communications skills including excellent proficiency in Microsoft Office (Excel including pivot tables and VLOOKUPS, PowerPoint).

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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> September 18, 2020	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/021/005
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**The NYC Comptroller's Office is an Equal Opportunity Employer**