

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Investment Officer – Private Equity
Salary:	\$160,000 - \$175,000
Bureau/Division:	Bureau of Asset Management
Period:	November 20, 2018 – Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for the oversight of the investment portfolio of the City's five pension systems (Systems). This \$200 billion portfolio is managed primarily by external investment managers and is largely invested in publicly traded securities, with growing allocations to private equity, real estate, hedge funds and private debt investments. Senior Investment Officers (SIOs) assist in the oversight of investment related activities and the development of investment programs. The SIO - Private Equity will assist in overseeing the investment activity of private equity investments, currently valued at \$12 billion on behalf of the Systems.

Under the general direction of the Head of Private Equity, responsibilities include, but are not limited to, the following:

- Works with the Head of Private Equity on the construction, management and strategic planning for the Systems' private equity portfolio; identifies, reviews, and evaluates prospective investment opportunities (fund and direct investments);
- Reviews deal documents, negotiates terms and assists with the execution of investments through coordination with the General Counsel's Office, consultants and members of the Private Equity team;
- Writes investment memorandums and presents investment recommendations to the Investment Committee and Boards of Trustees of the Systems;
- Coordinates portfolio review and due diligence meetings, prepares agendas and meeting notes; monitors and manages the portfolio of existing private equity investments to ensure compliance with the terms of the limited partnership agreements and other contracts;
- Represents BAM and the Systems on private equity limited partner advisory committees; develops internal and external reports on investment strategy and portfolio performance; assists with the development and execution of strategic initiatives; manager search and selection process;
- Assists senior management with the use of risk analysis and compliance projects; attends and reports on meetings with general partners of prospective investment opportunities; performs quantitative and qualitative due diligence on prospective investment opportunities including evaluating past track records; monitors and regularly reports on investment activities of investment partners;
- Develops framework for analyzing the performance of existing investments; prepares investment commentaries and assists with research projects; oversees the development of an internal database of existing investments; and,
- Performs other related duties and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in business administration, economics, finance, or a closely related field and four (4) or more years of full-time satisfactory experience in a financial services organization, with progressively increasing responsibility for complex financial transactions and considerable exposure to private equity funds, or similar experience at a consulting firm or closely related area; eighteen (18) months of this experience must have been in a supervisory capacity. Supervision must have included supervising/directing staff performing professional work in the areas described above; **or**
 2. BS/BA degree from an accredited college, with major studies in economics, finance, accounting, or business, or a closely related field, and six (6) or more years of progressively responsible full-time professional experience as described in "1" above; **or**
 3. A satisfactory equivalent of education and experience mentioned above.
-

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Must possess an expert knowledge of financial principles and concepts that are crucial to the underwriting and valuation of private equity partnerships and direct deals;
 - Expertise in Microsoft Excel and the other Microsoft Office Suite applications;
 - Excellent accounting, financial, writing, presentation, interpersonal, communication and organizational skills.
-

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. Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: November 20, 2018	POST UNTIL: Filled	JVN: 015/019/043
---	------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer