

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Investment Officer – Public Equity
Salary:	\$160,000 - \$175,000
Bureau/Division:	Bureau of Asset Management
Period:	October 9, 2020 – 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' \$220 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities.

The Senior Investment Officer will assist in overseeing the Public Equity allocation, which currently totals approximately \$109 billion. Under the general direction of the Head of the division and working with a small, collegial Public equity team, responsibilities include, but are not limited to:

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

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college or university in business, economics, finance, accounting or a closely related field, and four (4) 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 six (6) 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 a must;
- Experience in portfolio management, structuring and monitoring strongly preferred;
- Hands-on experience in producing monthly, quarterly and annual investment materials ideal;
- CFA Charterholder, or progress toward earning the Charter;
- 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.

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.

POSTING DATE: October 9, 2020	POST UNTIL: Filled	JVN: 015/021/008
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The NYC Comptroller's Office is an Equal Opportunity Employer