

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Investment Analyst – Fixed Income
Salary:	\$80,000 - \$95,000
Bureau/Division:	Bureau of Asset Management
Period:	September 18, 2020 – Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement 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 alternative assets. The current public fixed income portfolio of approximately \$55 billion represents a 26% allocation of the Systems' total investments. The Senior Investment Analyst will assist in the oversight of investment activity related to publicly-traded fixed income assets managed on behalf of the New York City Retirement Systems. Under the supervision of the Head of Public Fixed Income, responsibilities include, but are not limited to, the following.

- Collecting data on investment program benchmarks and market indexes. Maintaining benchmark and asset allocation databases and analytics;
- Preparing investment performance summaries and presentations for the internal Investment Committee and for presentation to the Systems' Trustees;
- Assisting with the manager search and selection processes, including but not limited to, coordinating meetings, preparing meeting agendas, compiling meeting notes and assisting with presentations on search results for the internal Investment Committee and the Systems' Trustees;
- Working with our Compliance team, monitor investment managers to ensure adherence to investment guidelines;
- Participating in market updates/market calls to stay informed of fixed income market and product developments;
- Working closely with the investment operations team and the custodian to ensure the accuracy of monthly returns and performance; assist in processing cash contributions and cash withdrawals;
- Assisting with the monitoring, evaluation and administration of investment programs managed by the external investment managers including preparation of quarterly performance updates; participate in annual due diligence meetings of investment managers;
- Liaising with multiple internal and external constituencies, including investment managers, consultants, internal legal counsel, internal operations team, and internal cash management teams;
- Preparing presentations, analyses and appendices used in quarterly and annual updates;
- Assisting senior management with use of risk analysis and compliance tools; and,
- Performs other 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 two (2) or more years of progressively responsible experience in a financial services organization administering publicly traded investment activities and/or overseeing external investment managers; **or**,
 - BS/BA degree from an accredited college with major studies in the fields mentioned above and four (4) or more years of progressively responsible professional experience as described above; **or**,
 - A satisfactory equivalent of education and experience mentioned above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- MBA is the preferred graduate degree;
 - Chartered Financial Analyst Certification or an intent to work towards the certification is ideal;
 - Strong Excel and PowerPoint skills are a must;
 - Previous experience using a standard risk management tool (e.g. MSCI, Factset, Alladin, Riskmetrics);
 - Excellent interpersonal, communication, report writing and organizational skills (includes Microsoft Office Suite proficiency).
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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.

POSTING DATE: September 18, 2020	POST UNTIL: Until Filled	JVN: 015/021/003
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The NYC Comptroller's Office is an Equal Opportunity Employer