

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Financial Reporting Investment Analyst
Salary:	\$80,000 - \$95,000
Bureau/Division:	Bureau of Asset Management
Period:	October 16, 2017 – 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 \$180 billion portfolio is managed primarily by external investment managers. In addition, approximately \$10 billion of city agency funds are invested internally.

The Financial Reporting Investment Senior Analyst will report to the Director of Financial Management, a group which reports directly to the Assistant Comptroller for Asset Management. Duties and responsibilities of the position include, but are not limited to, the following:

- Coordinates BAM work plans, with respect to the distribution of accounting data and schedules to the Bureau of Accountancy (BOA) and/or Reconciliation units within BOA to ensure the timely delivery of financial data;
- Performs data analysis of investment holdings as directed by Director of Financial Management;
- Effectively communicates with custody banks for pension funds and city related investments;
- Interacts with other public fund investment counterparts and uses MS office tool to create analytic tools which are used to provide operational oversight of transactions, holdings and accounts;
- Performs calculations and compilations of financial data, assesses data quality, performs reconciliations and automates various reconciliations by downloading data from core applications to analytic tools;
- Prepares various asset, liability, revenue and expenditure schedules;
- Assists in the preparation of financial reports for the various pension and pension related funds;
- Conducts research to support data analysis or resolve discrepancies;
- Applies statistical techniques in the analysis of detailed financial or other data; and,
- Performs other related functions and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree in accounting, finance, business or a closely related field from an accredited college including or supplemented by 24 credits in accounting, including one course each in advanced accounting and auditing and four (4) or more years of progressively responsible professional accounting experience in investment activities of a governmental agency, financial institution, or brokerage firm, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising staff performing accounting; or
2. A graduate degree in accounting, finance, business or a closely related field or a valid New York State Certified Public Accountant (CPA) license and three (3) or more years of professional accounting experience as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with GASB accounting principles and updates; knowledge in retrieving data off Bank Dashboards (State Street preferred), query tools, report writing/building tools and Risk platforms needed.
- Knowledge of various investment asset classes including US and International Public debt and equity, private equity, real estate and hedge funds must be evident through education and/or experience.
- High level of competency in Microsoft Excel (including pivot tables and VLOOKUP's) and other Microsoft Office Suite products;
- Excellent interpersonal, communications and organizational skills is prominently required.

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 16, 2017	POST UNTIL: Until Filled	JVN: 015/018/020
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The NYC Comptroller's Office is an Equal Opportunity Employer