

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Third Party Services Analyst |
| Salary: | \$46,747 - \$53,759 |
| Bureau/Division: | Bureau of Asset Management / Investment Operations Support |
| Period: | May 10, 2018 – Until Filled |

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the Investment Portfolios of the New York City Retirement Systems (Systems) totaling over \$194.7 billion in assets as of December 31, 2017. 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 opportunistic fixed income investments.

The Third Party Services group performs oversight services and coordinates various activities provided by external counterparties including but not limited to: Securities Lending Agent, Foreign Exchange Providers, Foreign Exchange Advisors, Investment Managers and Consultants.

Duties and responsibilities of the Third Party Services Analyst, include but are not limited to, the following:

- Performs oversight of BAM's Security Lending Program by acting as a liaison between Securities Lending Agent and external Investment Managers, performing monthly review of attributes of lending and collateral investment programs against limitations and guidelines, and providing reporting on BAM's Securities Lending provider(s) to provide insight into the status of the program and highlights issues;
- Performs oversight of Foreign Exchange Trading program by acting as a liaison between FX Provider and external Investment Managers, and providing reporting on BAM's Foreign Exchange provider(s) to provide insight into the status of the program and highlights issues;
- Participates in the coordination activities related to rebalance and transition events;
- Provides oversight for other third party services and industry activities (e.g. Registrations);
- Investigates operational issues that arise with Third-Party services;
- Produces metrics (Key Performance Indicators – KPI) to track progress and performance of third party providers;
- Prepares monthly/quarterly scorecards for Third-Party service providers;
- As functions are developed within Investment Support Operations and external vendors are selected, assists in providing oversight for other activities; and,
- Performs other related functions and duties as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

A BS/BA degree from an accredited college or university including or supplemented by 24 semester credits in accounting, business administration, economics, finance, or statistics and at least one (1) or more years of experience in a financial services organization handling functions similar to those described in the bulleted list in the job description above (e.g. securities lending, foreign exchange, transitions).

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience in Securities Lending & Equity Finance oversight;
 - Knowledge of collateral reinvestment, equity & fixed income lending, repo (repurchase transactions), trade operations, corporate actions, tax & dividend income;
 - Ability to multitask across various functional areas;
 - Strong communications skills with ability to assist in leading discussions and proposing solutions;
 - Project Management experience;
 - Excellent Microsoft Office computer skills at the user level.
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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.

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| POSTING DATE: May 10, 2018 | POST UNTIL: Filled | JVN: 015/018/081 |
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The NYC Comptroller's Office is an Equal Opportunity Employer