



55 Water Street, New York, NY 10041
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Teachers' Retirement System of the City of New York

Job Vacancy Notice

Civil Service Title: Administrative Retirement Benefit **Salary Range:** \$72,038-\$140,000 (Annual)
Level: M3 **Location:** 55 Water St. NY, NY
Functional Title: Investment Operations Senior Analyst **Department:** Investment Accounting
Title Code: 82986

Job Description:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS was established on August 1, 1917 and is one of the largest pension plan sponsors in the United States, with more than \$100 billion in assets and over 215,000 active and inactive members, retirees and beneficiaries.

The Investment Operations Senior Analyst is a knowledgeable and energetic accounting professional who is responsible for a variety of Investment Accounting projects. Drawing upon industry knowledge and best practices in accounting, global custody, and operations, the successful candidate will review current investment accounting procedures and processes and will make recommendations to improve and automate current processes. The successful candidate will work with agency executive management, senior IT staff and accounting staff to implement the recommendations. Experience with Excel and the ability to automate functions in Excel, within Investment Accounting, is critical. Aspects of the Investment Accounting department include, but are not limited to, monthly cash flow, pension fund and variable asset reconciliations, unit value determination and calculation, investment ledger posting, investment fee payments, investment reporting, investment oversight and investment archiving.

Responsibilities:

Participates and shows proficiency in all unit's activities. Reengineers the processing flow maximizing the use of tools (including those provided by the global custodian) to improve the quality of asset data and the speed in which the data is produced. Creates procedure and control manuals to fully document operational functions across all activities; will document and present any findings to the investment accounting team and senior management and recommends and implements improvements to the processing model;

- Updates processes, system feeds, plans and procedures to ensure investment tasks comply with industry standards and statutes;
- Ensures investment reporting, transaction reconciliation and archiving meet quality control and audit requirements;
- Advises staff regarding the handling of non-routine reporting transactions; monitors and analyzes department work to develop more efficient processes and procedures and use of resources to maintain a high level of accuracy;
- Enhances the unit's work performance by establishing performance standards (KPIs) and other work measures;
- Ensures the quality of services provided to members either directly or indirectly meets or exceeds expectations for a high level of accuracy, completeness and in compliance with fiduciary requirements;
- Coordinates well with Investment Accounting manager, management, comptroller, custodians and other stakeholders.

Preferred Skills:

- 8 years of full-time professional accounting or auditing experience
- 8 years of global custody operations experience (working a large global custodian is preferred)
- 6-10 years of project management experience
- 4 years of management experience
- CPA preferred
- Knowledge of Governmental Accounting Standards Board (GASB) accounting, Custodial Accounting and financial reporting standards
- Experience in a financial service organization handling complex financial and portfolio issues is a plus.
- Baccalaureate degree in Accounting or Auditing from an accredited college including or supplemented by credits in advanced accounting, auditing, and cost accounting and four years of satisfactory full-time professional accounting or auditing experience and experience automating investment accounting processes at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work.

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in "1"; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.

Residency Requirements:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

EEO/Reasonable Accommodation and Diversity Statements:

At TRS we celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: HRInquiry@trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

Qualified persons who have been certified as disabled and eligible to participate in 55-a program may apply. All applicants must meet the minimum qualification requirements.

To Apply: If interested, please apply using the following methods.

City Employees: Employee Self Service (ESS). www.nyc.gov/ess.

All Other Applicants: www.nyc.gov/careers/search.

Search for Job ID#: 519107

Dated: 2/4/2022 **Posted Until:** 5/5/2022