



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Administrative Retirement Benefits Specialist, M-5      **Salary:** \$120,000 - \$160,000 (Annual)

**Title Code:** 82986

**Division:** Finance

The New York City Employees' Retirement System (NYCERS) was founded by the New York State Legislature in 1920 with 13,331 members. Today, NYCERS has grown into one of the largest municipal public employee retirement systems in the United States with nearly 375,000 active/vested members, retirees and beneficiaries. NYCERS is a defined benefit retirement plan and a cost-sharing, multiple employer public employee retirement system. We are looking for individuals with passion, dedication and commitment to excellence and innovation who are interested in adding to our dynamic and collaborative work environment. Working for the City of New York, you will receive excellent benefits, including healthcare, vision benefits, dental benefits, as well as the opportunity to participate in the City's retirement plan. NYCERS offers a hybrid work environment with partial onsite work and partial telework.

### **Job Description:**

The New York City Employees' Retirement System Finance Division seeks a Deputy Director. Under the direction of the Finance Director, the Deputy will have broad oversight of the division, with a special focus on the day-to-day activities of the Finance team. Specifically, the Deputy will oversee the following:

- Reconciliation and recording of all financial transactions into the accounting system.
- Processing, deposit, and reconciliation of incoming funds from various sources.
- Processing of check and EFT payments.
- Preparation of NYCERS annual audited financial statements under Generally Accepted Accounting Principles (GAAP), the Annual Comprehensive Financial Report (ACFR), and other financial reports.
- Maintenance, reconciliation, and update of members' account balances in the agency's pension administration system.
- Oversee and manage external audits.

### **An ideal candidate would have:**

- Strong managerial background overseeing and directly supervising Accounting, Financial Reporting, and other fiscal operations.
- Extensive experience and knowledge of accounting, auditing, and banking principles.
- Experience and demonstrated knowledge of preparing/analyzing year-end audited financial statements for any organization.
- Experience with planning and coordination of financial closing process with external CPA auditors.
- Well-rounded knowledge in general accounting, investment accounting, accounts receivable, and accounts payable.
- Experience and knowledge of developing internal control and accounting systems.



The Deputy Director will support the Finance Director in leading a dynamic 30-member team consisting of Accountants, Bookkeepers, Principal Administrative Associates, Retirement Benefit Examiners, and others. Their direct responsibilities include running the day-to-day operations of the Finance Division, and setting and tracking performance goals, objectives, and priorities for Division staff. In addition, the Deputy will assist the Finance Director in the development of best practices in the division and leverage automation to enhance division processes. The Deputy will maintain strong relationships with NYCERS' external stakeholders and partners such as regulators and other City agencies. The Deputy will also collaborate with the Finance Director and NYCERS' Enterprise Risk Committee in the development/implementation of the agency's Enterprise Risk Management (ERM) program and the Vendor Risk Management (VRM) program, and act in the capacity of the Finance Director in their absence.

The Deputy Director provides management and leadership guidance for their staff on a variety of general administrative, general and investment accounting, financial reporting, and banking related issues. The follow-up of delegated work must be very thorough. The Deputy must be a collaborator and able to facilitate collaboration within the Finance Division and with other internal and external stakeholders. The position requires a strong accounting background, confidence, independent action, the ability to make decisions and take responsibility for them, and superior attention to detail. A well-suited candidate adapts quickly to changing conditions and works with the team to implement solutions that produce quality results.

The Deputy Director provides management and leadership guidance for their staff on a variety of general administrative, general and investment accounting, financial reporting, and banking related issues. The follow-up of delegated work must be very thorough. The Deputy must be a collaborator and able to facilitate collaboration within the Finance Division and with other internal and external stakeholders. The position requires a strong accounting background, confidence, independent action, the ability to make decisions and take responsibility for them, and superior attention to detail. A well-suited candidate adapts quickly to changing conditions and works with the team to implement solutions that produce quality results.

#### Preferred Skills and Experience:

- A Baccalaureate degree in Finance, Accounting or a related field is required, CPA and/or master's degree preferred.
- Extensive knowledge of and experience with account receivable, accounts payable, investment accounting, and financial reporting.
- Familiarity with GAAP and GASB, accounting and financial reporting standards for U.S. state and local governments.
- A minimum of 5 years' experience in accounting/finance at a high management level.
- Strong ability to work under pressure and with tight financial year-end deadlines.
- Experience with overseeing and managing external audits: e.g. annual CPA audit.
- Strong computer skills and knowledge of accounting software systems
- Excellent analytical and writing skills.
- Keen attention to detail.
- An attuned ability to troubleshoot and problem solve.
- Compassion, patience, and strong interpersonal skills.
- Strategic, big-picture thinker.
- Strong delegation skills.



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.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.**

**Internal candidates must have been rated satisfactory or better on their last annual evaluation.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-25-0008 AND A COPY OF A CURRENT RESUME**

**GO TO [WWW.CITYJOBS.NYC.GOV](http://WWW.CITYJOBS.NYC.GOV) AND SEARCH FOR JOB ID: [678874](https://www.cityjobs.nyc.gov/job/678874)**

**DATED: 9/9/2024**

**POST UNTIL: UNTIL FILLED**

**NYCERS POSTING NUMBER:  
009-25-0008**