



Senior Investment Operations Manager

POLICE & FIREMEN'S RETIREMENT SYSTEM OF NEW JERSEY

The Police & Firemen's Retirement System of New Jersey (PFRSNJ), located in Trenton, New Jersey seeks an experienced investment professional and proven leader to join our recently formed and growing team. The Senior Investment Operations Manager will assist the Deputy Director of Investment Operations in implementing and maintaining the investment operational infrastructure to support the PFRSNJ's investment program. The Senior Investment Operations Manager will oversee the Operational Due Diligence Process, create, maintain and ensure adherence to the Funds Compliance and Ethics policies and procedures. The Senior Investment Operations Manager will present directly to the Investment Committee to provide written recommendations and advice related to the investment operations of the plan, including operational due diligence reports, internal efficiency improvements, compliance reporting and resolutions as well as policy and procedure updates. The Senior Investment Operations Manager will help oversee and manage, all investment operations professionals to ensure all staff compliance programs, investment manager compliance monitoring and operational due diligence deliverables are met accurately and on time. The Senior Investment Operations Manager will work closely with external investment advisors, internal investment staff and financial operations to resolve any issues, implement improvements and maintain a seamless operating environment for all investment advisors, investment staff and senior management. The position will be responsible for managing all output by both senior and junior staff and is expected to bring ideas on how to improve the overall Fund investment operations.

SALARY: Salary is commensurate with education and experience. A comprehensive benefits package is offered.

WORK AUTHORIZATION:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

REQUIREMENTS:

Seven to ten years of experience in the administration of a State, Federal, Corporate, Taft Hartley or E&F Plan or relevant vendor experience at a custodian bank, private wealth, investment management, actuary or audit firm. Must possess strong investment operations, accounting performance and compliance experience. Successful candidate will be a self-starter with a strong work ethic and decision-making skills. Demonstrated written and verbal communication skills at all levels of the organization. The individual must also have a proficiency in Microsoft Suite along with an ability to develop skills using third party applications. Experience in hiring, training and managing personnel.

Ability to:

Manage a team of professionals to gather and analyze a wide variety of investment, operational and statistical data and create the funds compliance, performance and operational due diligence reports. Ability to fully review and evaluate our investment advisors operational procedures, controls and security efforts. Must be able to assess risks, gaps in controls, and determine effectiveness. Manage the Fund's compliance program, monitoring both our external investment advisors as well as the internal staff requirements. Be able to report on progress, issues/resolutions and results accordingly. Supervise the investment operations staff to ensure accurate and timely deliverables on reporting requirements. Work effectively under pressure and meet deadlines; multi-task and prioritize responsibilities; establish and maintain cooperative and highly productive relationships with both internal and external stakeholders, including representatives of financial institutions, investment partners and external investment managers, consultants, and other PFRS staff.

EDUCATION: Graduation from an accredited university or college with a Bachelor of Science or Arts degree, preferably in finance, accounting or similar quantitative field. Submissions must include a copy of the degree and/or transcripts (official/unofficial) verifying degree completion. **An advanced degree, CPA, CFA designation or work towards these is preferred for this position.**

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

EXPERIENCE: A minimum of seven years of increasing responsibility and experience with an institutional investment manager, a pension plan, an endowment, custodial bank, actuary or auditing firm. Experience with Compliance and operational expertise is a must. The successful candidate must be a self-starter with a strong work ethic. Excellent written and oral communication and presentation skills are required along with strong analytical and technical skills. Proficiency in the Microsoft Suite and database applications.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, and educational credentials, **via e-mail only** to the address noted below. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Police and Firemen's Retirement System of New Jersey

Email address: Courtney.Snedeker@pfrs.nj.gov

(Please use "Senior Investment Operations Manager – PFRSNJ" in the Subject Line)

The Police and Firemen's Retirement System of New Jersey is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.