



JOB VACANCY NOTICE

Functional Title: Investment Operations Analyst

Department: Investment

Salary: \$105,000 - \$120,000

Job Type: Full Time

Posted Until: 7/31/2025

About TRS

Since 1917, the Teachers' Retirement System of the City of New York (TRS) has been securing better futures for NYC educators. With a pension fund valued at approximately \$120 billion, TRS serves over 215,000 members, providing them with retirement, disability, and death benefit services.

TRS' Qualified Pension Plan (QPP) is a defined benefit plan that provides members with a monthly retirement allowance upon meeting certain eligibility requirements. TRS members can also enhance their benefits with a Tax-Deferred Annuity (TDA) Program, which offers multiple investment options and tax-deferred earnings.

At TRS, we seek dedicated professionals who are passionate about their work and committed to excellence. We pride ourselves on our member-centric culture, focused on delivering outstanding service and support to our members.

Position Summary

TRS is seeking a highly motivated and detail-oriented Investment Operations Analyst to join our investment team. This position plays a vital role in overseeing operational support for the externally managed \$21 billion Variable Annuity Program.

The Analyst will help ensure seamless investment operation while engaging with asset managers, consultants, and internal stakeholders. The role offers a unique opportunity to grow cross-functional expertise in institutional investment administration within a mission-driven organization. Reporting to the Director of Investment Administration, the duties and responsibilities include, but are not limited to:

Responsibilities

- Coordinate and execute monthly cash and asset rebalancing to support benefit disbursements.
- Manage fund purchases/liquidation logistics with investment managers based on monthly cash flow needs; maintain thorough records of all transactions.
- Oversee asset transitions, including manager hires, terminations, and reallocations; ensure clear, proactive communication with all stakeholders.
- Collaborate with the custodian on reconciliation, compliance, tax claims, fund rebalancing, and class action filings.
- Review contracts and assess service providers' performance against established service level agreements.



- Monitor investment manager agreement and ensure program compliance with investment guidelines, policy compliance, and legal adherence.
- Support the investment compliance and risk reporting cycle by coordinating with consultant, custodians, and investment managers to gather required data.
- Track and evaluate external managers and stay informed on market developments through research and industry publications.
- Contribute to the preparation of investment board materials, reports, and publications. Contribute to the documentation and continuous improvement of procedures and standard operating protocols to enhance operational scalability.
- Participate in ad hoc projects as assigned by the Director of Investment Administration.

Minimum Qualifications Requirement

A bachelor's degree from an accredited college and at least five (5) years of progressively responsible experience in the administration of an employee retirement system or a in a closely related area of public sector benefits administration.

Preferred Skills in Addition to Minimum Qualifications

- Bachelor's degree in finance or related field
- MBA or CFA designation preferred, but not required
- At least 5 years of experience in investment operations and/or fund administration
- Advanced proficiency in Microsoft Excel, Word and PowerPoint
- Exceptional communication and interpersonal skills; able to collaborate effectively with colleagues and key stakeholders
- Demonstrated track record of high performance, with the ability to work both independently, and within cross-functional teams
- Strong analytical acumen, intellectual curiosity, and attention to detail
- Genuine interest in investing and a desire to further develop investment judgement and expertise
- Proven ability to manage multiple projects, meet deadlines, and deliver high-quality work without compromising quality or accuracy

Benefits of Working for the City of New York

- **Flexible Work Arrangements:** Hybrid work schedules offer a balanced combination of remote and in-office work, promoting a healthy work-life balance.
- **Comprehensive Health Benefits:** Access to excellent healthcare coverage, including medical, dental, and vision plans.
- **Retirement Plans:** Robust pension plans, including the New York City Retirement Systems (NYCERS), and NYC Deferred Compensation (401k and 403b) providing financial security post-retirement.
- **Commuter Benefits:** Enjoy pre-tax deductions for eligible commuting expenses, reducing your taxable income and saving you money.
- **Professional Development:** Opportunities for continuous learning and career advancement through various training programs and workshops.



- **Competitive Salaries:** Competitive compensation packages commensurate with experience and responsibilities.
- **Paid Time Off:** Generous paid leave policies, including vacation days, sick leave, and holidays.
- **Work-Life Balance:** Programs and policies supporting a balance professional and personal life.
- **Career Growth:** Long-term career prospects supported by a stable and well-established city government.
- **Public Service Loan Forgiveness (PSLF):** Eligibility for federal loan forgiveness programs and state repayment assistance programs, while working full-time for a qualifying employer like the City of New York.
- **Diverse Work Environment:** Inclusive and diverse workplace culture, reflecting the vibrant city of New York.

How to Apply

Interested candidates are invited to submit their resume and cover letter to Careers@TRS.NYC.NY.US with the subject line "Investment Operations Analyst – [Your Name]." Please ensure all documents are in PDF format. Applications will be reviewed on a rolling basis until July 31. Only qualified candidates will be considered. For any questions or further information please contact Careers@TRS.NYC.NY.US.

Residency Requirements

New York City residency is generally required. 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.

TRS is an Equal Opportunity Employer