

**Timeframe to Apply: Open ended**

**Title: Portfolio Operations Specialist (multiple positions)**  
**NYSIF Investment Department**  
**Salary: \$150,000 to \$165,000 plus Generous Fringe Benefits**

**Description:**

In February 2022, the New York State Insurance Fund (NYSIF) was listed as the 37<sup>th</sup> Best Midsize Employer in America by Forbes. NYSIF's Investment Operations Specialists will assist with all aspects of agency's Investment operations including the four (4) core investment areas: Risk Analysis; Trading; Portfolio Management; and Credit Analysis. These positions will report to the Chief Investment Officer (CIO) and/or designated Investment management staff.

**Responsibilities include, but are not limited to:**

- Oversight of various daily investment department operational processes, policies, projects, and procedures.
- Liaise with NYSIF's custodian on investment transactions and ensure portfolio reporting accuracy.
- Assist with recruitments, the onboarding of new managers, staff training, and setting-up accounts in custodian and vendor systems.
- Transfer assets between custodian accounts, under the direction of investment staff.
- Interfacing with other internal NYSIF Departments, including administration, finance, legal, compliance, and treasury on an as-needed basis.
- Coordinate with external managers to schedule and maintain calendar items and update active documents.
- Manage the Investment Department's expenditures using Oracle Finance.
- Coordinate the Request For Procurement (RFP) processes between Procurement, Legal, and the Investment team.
- Plan and implement special work projects and daily functions to ensure compliance with agency requirements (board reports, Internal Audit/Control, IT assessments, telecommuting compliance, time/attendance, etc.).
- Other related duties and responsibilities as necessary and assigned.

**Basic Qualifications:**

- Bachelor's in financial or administrative management concentrations from an accredited College or University.
- Minimum of three (3) to five (5) years of combined experience in investment operations, financial services, project management, procurement, and/or administrative and programmatic roles in a regulated financial entity with an insurance component.
- Superior organizational skills with attention to detail.
- Strong ability for effective time management and meet deadlines.
- Strong computer proficiency (MS Office) and adeptness to learning new software.
- Excellent verbal and written communication skills.

**Preferred Qualifications:**

- Working knowledge of investment principles, products, and markets or demonstrates an enthusiasm to learn.
- Desire to work in a highly collaborative environment with various stakeholders.
- Dedication to public protection and a broad, well-developed array of administrative skills, with background in governmental administration and policies.

**Fringe Benefits:**

- Competitive Compensation
- Future Career Growth Potential
- Open and Supportive Team-Based Environment
- Vacation, Personal, and Sick Leave Accruals
- Paid State and Federal Holidays
- Full Medical, Vision, and Dental
- Retirement Options
- Possibility of Telecommuting, Flextime, and Alternative Work Schedules

**Primary Location:** NYC

**Travel:** 20%

**Schedule:** 9 AM to 5 PM

**To Apply:** Please email resume and cover letter to [hrexec@nysif.com](mailto:hrexec@nysif.com).

**Please note the following New York State Civil Service employment information:**

- **Jurisdictional classification:** Exempt
- **Bargaining unit:** Managerial/Confidential (M/C)
- **Civil Service title:** Special Investment Officer

*The New York State Insurance Fund (NYSIF) was established in 1914 as part of the original enactment of the New York State Workers' Compensation Law. NYSIF's mission is to guarantee the availability of workers' compensation insurance at the lowest possible cost to New York employers and to provide timely, appropriate indemnity and medical payments to injured workers, while maintaining a solvent fund. Since inception, NYSIF has fulfilled the dual roles for which it was created: to compete with other carriers to ensure a fair marketplace and to be a guaranteed source of coverage for employers who cannot secure coverage elsewhere.*

*NYSIF is the largest workers' compensation carrier in New York State and among the top 10 largest workers' compensation carriers in the nation, insuring approximately 139,000 policyholders, with more than \$1.8 billion in annual earned premium and over \$22 billion in assets. A self-supporting insurance carrier, NYSIF operates without taxpayer funding.*

*In addition to workers' compensation insurance, NYSIF provides disability benefits coverage for off-the-job injuries to more than 56,000 New York employers. In 2018, NYSIF added paid family leave as a component of its disability benefits product, providing New Yorkers with job-protected, paid time away from work to care for their families.*