

**DEPUTY DIRECTOR OF FINANCE (NYCERS)**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, with wide latitude for independent initiative, judgment and decision, serves as the Deputy Director of Finance at the New York City Employees' Retirement System (NYCERS), and is responsible for the planning, development, direction and coordination of all accounting functions and for processing all outflows and inflows of funds for the agency and its reserve and investment funds; performs related work.

**Examples of Typical Tasks**

Directs all accounting functions to further the agency's mission; serves as Chief Fiscal Officer.

Ensures the maintenance of accounting records of assets, liabilities, income and expenses for the investment portfolio, member and employer contributions, and payment of all benefits and other expenditures.

Develops and maintains accounting procedures in accordance with the requirements of Generally Accepted Accounting Principles (GAAP).

Acts as liaison with the Office of the Actuary and Comptroller's Office.

Acts as liaison with the NYS Department of Financial Services and the independent accounting firms that audit the Retirement Systems.

Acts as liaison for the agency in banking relationships and supervises day-to-day banking transactions.

Supervises the monitoring of the agency's pensioner population for compliance with statutory earnings limitations and the verification of pensioner's continuing eligibility for pension benefits.

DEPUTY DIRECTOR OF FINANCE (NYCERS) (continued)

Examples of Typical Tasks (continued)

Supervises the preparation of the Annual Statement for the NYS Department of Financial Services, the New York State Insurance Report, the Comprehensive Annual Financial Report (CAFR), the New York City Employees' Retirement System's Annual Report and various other financial reports, filings and special analyses.

Coordinates the provision of all statistical records necessary to facilitate the processing of retirement benefits and all other benefits payable to retirees and their beneficiaries.

Handles correspondence of a complex nature with respect to his/her area of responsibility for the Executive Director.

Maintains proper accounting records of the Agency including income, disbursements, and investments.

As Chief Fiscal Officer, acts as Agency liaison with the Office of the Chief Actuary, Corporation Counsel, Comptroller's Office, City Agencies and New York State Comptroller's Office to resolve accounting and investment problems as they arise.

Performs related duties at the request of the Executive Director.

Qualification Requirements

1. A master's degree from an accredited college in accounting, business administration, public administration, finance, economics, or a closely related field, and two (2) years of satisfactory full-time progressively responsible experience in the financial operations of an employees' retirement system, at least one (1) year of this experience must have been in an executive, managerial, administrative or supervisory capacity; or
2. A baccalaureate degree from an accredited college as described in "1" above, and four (4) years of satisfactory full-time progressively responsible experience in the financial operations of an employees' retirement system, including the one (1) year of executive, managerial, administrative or supervisory experience, as described in "1" above.

DEPUTY DIRECTOR OF FINANCE (NYCERS) (continued)

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.