



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 012 - P	<b>ISSUE DATE:</b> January 6, 2025	<b>CLOSING DATE:</b> February 4, 2025
-------------------------------------	---------------------------------------	--

<b>TITLE:</b> Investment Officer Treasury	<b>OPEN TO:</b> General Public
<b>FUNCTIONAL TITLE:</b> Investment Operations Manager	<b>TITLE CODE:</b> 61600 <b>RANGE:</b> &36
<b>DIVISION:</b> Police & Firemen's Retirement System of NJ	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, Trenton, New Jersey	<b>SALARY RANGE:</b> \$124,099.07 - \$170,000.00

### JOB DESCRIPTION

The Police & Firemen's Retirement System of NJ (PFRSNJ) is seeking an Investment Officer Treasury to function as the Investment Operations Manager. Under the direction of the Deputy Director of Investment Operations, the Investment Operations Manager will assist on Investment Operational Due Diligence (ODD), Staff Compliance and Fund Compliance. Will work directly on the completion of the ODD for every Investment Advisor to the Fund, managing the day-to-day Investment Compliance Program of the Fund and handle preliminary pretrade compliance for all designated staff. Will create reporting/metrics to ensure transparency on the ODD's, Investment Compliance and the internal pretrade Compliance programs for all staff and members. This includes but is not limited to:

- Completes ODD process and helps provide the ODD assessment for all existing and new Investment Advisors under review. Will have to travel to meet with Investment Advisors and evaluate their operations effectiveness, controls and security. Prepares ODD results for all existing Investment Advisors annually and any new Investment Advisors being considered within the investment strategy.
- Coordinates with investment advisors, vendors and Compliance staff, to ensure all investment advisors adhere to specific IMA guidelines. Work with vendors to set up each advisors IMA guidelines. Work with vendors to track all investment activity against the investment guidelines and regulations as well as identify any breaches and inform the Director of Investment Operations of such instances. Ensure a remediation plan is in place for all breaches and properly records the plan and results. Escalate to the Director of Investment Operations if a resolution has not be identified or is aged. Provide reporting on all guideline or regulatory breaches.
- Works with the Deputy Director of Investment Operations in performing the internal audits on the investment process. Ensuring the process has been followed completely, all required documentation has been completed, stored and signed off by authorized individuals.
- Completes pretrade compliance assessment for all staff and members. Obtains appropriate approvals and then confirms of denials trade authorizations.
- Performs other related duties as needed.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### POSITION REQUIREMENTS

**Education & Experience:**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eleven (11) years of professional experience with an investing entity such as a bank, insurance company, public or private pension fund or professional money management organization with primary accountability and authority for the management of a least \$300 million. Three (3) of these seven (7) years shall have been within the most recent eight (8) year period.

Three (3) of the seven (7) years shall have included membership on an investment committee or management group which sets the investment strategy and policy guidelines of the investing entity.

One (1) of the seven (7) years shall have included, not necessarily in the same year:

1. Management of a least \$100 million invested in equities, and
2. Management of a least \$100 million invested in long-term fixed income securities, and
3. Management of a least \$100 million invested in short-term fixed income securities.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and seven (7) years of the above-mentioned professional experience, including or supplemented by eighteen (18) semester hour credits in any one or combination of the following areas: accounting, finance, money, and banking, statistics, economics, or investments; three (3) years of the seven (7) shall have included membership on an investment committee or management group which sets the investment strategy and policy guidelines of the investing entity; one (1) year of the seven (7) shall have included, not necessarily in the same year:

1. Management of a least \$100 million invested in equities, and
2. Management of a least \$100 million invested in long-term fixed income securities, and
3. Management of a least \$100 million invested in short-term fixed income securities.

**-OR-**

Possession of a master's degree in in Business Administration (M.B.A.), Accounting, Finance, Economics, or related field; and six (6) years of the above-mentioned professional experience; three (3) years of the six (6) shall have included membership on an investment committee or management group which sets the investment strategy and policy guidelines of the investing entity; one (1) year of the six (6) shall have included, not necessarily in the same year:

1. Management of a least \$100 million invested in equities, and
2. Management of a least \$100 million invested in long-term fixed income securities, and
3. Management of a least \$100 million invested in short-term fixed income securities.

**Note:** Experience involving retail investment and retail research will not be accepted.

**Note:** Experience as a registered representative for individuals will not be accepted.

**Note:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

## GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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 application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

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

**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, OPT, or H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on February 4, 2025:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025-012-P Investment Officer Treasury" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*