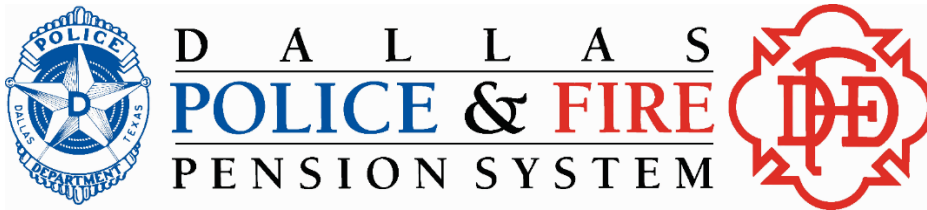


**POSITION SPECIFICATION FOR:**

# **Investment Operations Analyst**



**March 2025**

# Investments Operations Analyst

**Reports to:** Chief Investment Officer

**Location:** Dallas, Texas

## Organization Overview

The Dallas Police and Fire Pension System (DPFP or The System) is an independently governed component unit of the City of Dallas and serves to provide retirement, death and disability benefits to police officers and firefighters employed by the City. The System serves approximately 10,000 members and beneficiaries.

The System is administered by an 11-member Board of Trustees, which meets at least monthly, and by its appointed Executive Director. An Investment Advisory Committee (IAC) composed of trustees and outside investment professionals, meets quarterly or more often, to review ongoing investment performance and initiatives.

## Investment Staff & Portfolio Overview

The direct DPFP Investments Staff consists of the Chief Investment Officer (CIO), Deputy CIO, and Investment Officer. The DPFP portfolio is valued at approximately \$2B with investment assets being managed by more than 20 external investment managers across Public Equity, Fixed Income, Public Credit, Private Credit, Private Equity, Real Estate, Natural Resources and Infrastructure.

DPFP partners with Meketa (investment consultant) and Albourne (private markets consultant) and recently transitioned custodial banking services to BNY Mellon.

Below are links to supplementary organizational and investment information on the DPFP website:

- [Investment Policy Statement](#)
- [Board of Trustees](#)
- [Investment Advisory Committee](#)
- [Recent Investment and Performance Reports](#)

## Investment Operations Analyst Opportunity

DPFP is seeking an Investment Operations Analyst to join its investment team. This is a full-time exempt role working 5 days per week in the office in Dallas, TX. The Analyst will work across both public and private asset classes, providing critical support in investment operations, accounting, and performance reporting.

The ideal candidate will have 2+ years of experience in investment operations, accounting, or performance analysis - preferably in a public/corporate pension fund, endowment, family office, investment consultant, asset manager, or financial institution.

## Key Job Functions

- Cash & Liquidity Oversight: Track, verify, and report investment expenses, fees and capital calls. Initiate and process wires transfers with custodial bank.
- Portfolio Accounting and Reconciliation: Verify the accuracy and consistency of reporting across multiple platforms (investment manager, custody bank, and investment consultant). Supports the valuation process for private and alternative assets.
- Performance Reporting and Reconciliation: Reviews and reconciles monthly and quarterly performance reporting across consultant(s), investment managers and custodian bank.
- Key Member of Investment Team: Supports the CIO and investment team with investment research, Ad Hoc projects, and new investment searches.
- Investment Manager Oversight: Monitor and review investment managers' monthly and quarterly reports for adherence to guidelines. Organize and maintain investment documentation. Lead onboarding efforts for new managers and accounts.
- Board and IAC Reporting: Assists in the preparation and review of materials for Board and Investment Advisory Committee (IAC) meetings.
- Audit and Annual Report: Support internal accounting department and outside auditors during the annual audit process. Draft and review the Investments Section of DFPF Annual Report.

## Key Attributes

- Initiative, attention to detail, teamwork and accountability are required to be successful in this position.
- Ability to investigate, collect, and analyze information for accuracy, consistency and conformity with established policies.
- Time management and reliability – Must be able to keep track of numerous responsibilities and complete work when due.

## Professional Experience/ Qualifications

- **Education**: Bachelor's degree in Finance, Accounting, Business, Economics or related field.
- **Professional Experience**: 2+ years of experience in investments operations, reporting or accounting.
- **Technical Skills**: Strong proficiency in Microsoft Excel (ability to troubleshoot complex models). Familiarity with custodial banking platforms, performance reporting systems, and investment databases (eVestment or similar) is a plus.

## **Compensation**

Salary will be commensurate with education and experience and will be designed to attract experienced professionals to the role. Our benefits package include mandatory participation in the Texas Municipal Retirement System (TMRS) cash balance defined benefit plan in-lieu of participation in social security, and a voluntary 457 deferred compensation plan administered by Voya, health, dental, vision, life, short- and long-term disability insurance, long-term care, health savings account, flexible spending accounts, health reimbursement account, on-site workout facility, paid vacation, holidays, sick time, and free parking.

## **Application**

Interested parties should email their resume to [ryanw@dcpf.org](mailto:ryanw@dcpf.org). Please include “Investment Operations Analyst” in the subject line.