NEW HAMPSHIRE RETIREMENT SYSTEM

Career Opportunity

FINANCIAL ANALYST

Interested and qualified applicants please submit resume to HR by end of day Tuesday, June 30, 2026 to be considered before external candidates

Position Title: Financial Analyst

Functional Area: Finance

Date Established: 01/26/2024

Reports To: Controller

Date of Last Amendment: 06/26/2026

NHRS Position Band: L

Collective Bargaining Unit Status: In Unit

Hiring Range: $84,000-$100,000

Full Salary Range: $79,287-$119,398.50

FLSA Status: Non-Exempt

Supervises: None

SCOPE OF WORK:

Responsible for the analysis of current and historical financial activity related to NHRS investments, cash flow, expenses, and monthly financial operating statements in accordance with GASB and other applicable recognized accounting standards to account for NHRS Trust Fund assets. This role supports the investment operations of NHRS by ensuring accurate, timely, and compliant accounting, reporting, and reconciliation of investment activity across all asset classes.

ACCOUNTABILITIES

- Responsible for reporting, analysis, forecasting, data management, budgeting, and project assistance related to Investments within Finance to reduce financial risk.
- Record and track detailed investment transactions, including capital calls, cash distributions, income, returns of capital, realized and unrealized gains/losses, management fees, carried interest, and other related items.
- Perform periodic reconciliations of unfunded commitments, investment valuations, and general ledger (GL) balances to sources including custodian data, investment manager capital statements, and audited financial statements.
- Reconcile BNY Mellon (custodian) accounting records to NHRS general ledger and capital account statements for both alternative and marketable investments.
- Oversee custodian monthly valuation processes (Accounting Book of Record – ABOR) and ensure consistency with internal records.
- Track and process external management fees, maintain fee verification controls, and

perform benchmarking or peer analysis of investment costs and performance metrics.

- Assist with the production of NHRS' Annual Comprehensive Financial Report (ACFR), in accordance with current Governmental Accounting Standards Board (GASB) pronouncements and other recognized accounting standards.
- Provides financial analysis, forecasting, data management, budgeting, reports, and project assistance to NHRS Management team members, the Controller and the Director of Finance, using multiple software applications.
- Actively participates as a member of the Finance Team in all related team functions, including, but not limited to, direct involvement in various strategic plan initiatives, collaborative problem-solving, strategic development and peer feedback and support.
- Develops and maintains written procedures related to the various financial functions.
- Serves as back up to Finance team members.
- Other appropriate and related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from a recognized college or university with a major study in accounting, finance, business administration or economics. Master's degree or CPA preferred. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Seven years of progressive work experience in accounting, auditing, investments, finance, or financial management. Each additional year of approved work experience may be substituted for one year of required education.

License/Certification: Valid driver's license preferred.

SPECIAL REQUIREMENTS:

This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.

RECOMMENDED KNOWLEDGE, SKILLS AND TRAITS:

- Advanced working knowledge and understanding of accounting standards, principles, procedures, and internal controls.
- Strong analytical abilities. Strength in applying established accounting methods to varied transactions.
- Possession of intermediate to advanced technological ability to understand and use multiple software and standard office systems.
- Ability to perform detailed work involving written and numerical data.
- Ability to prepare complete accurate accounting reports and statements of advanced complexity.
- Ability to communicate effectively and diplomatically with internal and external diverse constituents.
- Dependability and reliability

PHYSICAL REQUIREMENTS:

- The employee must have the ability to maintain regular, punctual attendance consistent

with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.