



The Los Angeles County Employees Retirement Association  
Is Accepting Applications for the Position of

## FINANCE ANALYST III (REAL ESTATE)

### WHO WE ARE

The Los Angeles County Employees Retirement Association (LACERA) administers and manages the **\$75 billion** retirement fund for the County of Los Angeles. We provide retirement, disability, and death benefits to eligible County employees and their beneficiaries, and collect, deposit, invest, and manage retirement funds collected from the County, outside districts, and County employees. LACERA is the largest county retirement association in the United States with over **184,000** members. Our membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities.

### FINANCE ANALYST III POSITION AND QUALIFICATIONS

The Investments Division is comprised of the following asset classes: Public Equities, Private Equity, Real Assets (Infrastructure, Natural Resources, Commodities), Real Estate, Fixed Income, Hedge Funds, Illiquid Credit, Direct Investments (Private Markets), Portfolio Analytics (Risk Management) and Environmental, Social and Governance (Stewardship).

The position entails working on the team responsible for planning and monitoring LACERA's Real Estate Portfolio investments. Core Real Estate represents 6% of LACERA's Total Fund strategic asset allocation as part of the Real Assets and Inflation Hedges risk category and Non-Core Real Estate represents 4% of LACERA's Total Fund strategic allocation as part of the Growth risk category.

LACERA  
300 NORTH LAKE AVENUE, SUITE 630  
PASADENA, CA 91101-4199



### MISSION

**Produce, Protect, and Provide the Promised Benefits**

### VALUES

**Professionalism, Respect, Open Communication, Fairness, Integrity, and Teamwork**

The position involves all aspects of real estate investment management including program structure, implementation, the diligence of managers/funds, preparation of recommendations, negotiating agreements, and developing and implementing Board-approved plans. The Real Estate portfolio consists of both private commingled funds and direct real estate holdings currently entirely managed by external advisors. The position also works with other areas of the Investment office on cross-asset projects and functions. The position includes involvement with the areas of environmental, social, governance (ESG) considerations, risk management, asset allocation, and performance reporting.

## NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Conducting due diligence on real estate investment strategies; creating tailored reports, analyses, and presentations; building and maintaining an institutional portfolio, including developing investment structures and guidelines; correct English usage, grammar, spelling, punctuation, and vocabulary; analytical skills; interpersonal skills; principles and applications of Microsoft Applications including Word, Excel, and PowerPoint.

Ability to: Communicate clearly and effectively, orally and in writing, present recommendations to internal review groups and LACERA Board; maintain effective working relationships with investment managers, investment consultants, other external advisors, and LACERA staff; understand and follow oral and written directions; provide leadership; work with minimum supervision; plan and organize their work and the work of others; and operate a personal computer utilizing Microsoft applications such as Word, Excel, and PowerPoint.

## MINIMUM REQUIREMENTS

A Bachelor's degree from an accredited college or university in Finance, Economics, Business Administration or a related field -AND- Four (4) years' responsible investment management experience assisting in the continuing supervision and review of an extensive investment program for a large financial institution or governmental agency.

-OR-

A Master's Degree in Business Administration or a related field and two (2) years' responsible investment management experience assisting in the continuing supervision and review of an extensive investment program for a large financial institution or governmental agency.

-OR-

Two (2) years' experience at the level of Los Angeles County's position of Finance Analyst II, LACERA.

### The Ideal Candidate will satisfy the position's requirements and possess the following Desirable Qualifications:

Demonstrated experience in developing and implementing investment policies (e.g. Investment Policy Statement), procedures,

asset category investment structures, and guidelines (e.g. Investment Program Guidelines) related to real estate investments in separate accounts and private fund vehicles in the achievement of broader portfolio strategic asset allocation objectives.

Demonstrated success in an institutional investment portfolio management position for a real estate portfolio achieving superior returns relative to a relevant market benchmark within risk expectations and recommending investment decisions, selecting investments, funds, or managers, or making redemptions or asset dispositions.

Demonstrated experience executing co-investments in real estate.

Demonstrated experience in researching, evaluating, and monitoring existing public and private real estate investments at an in-depth level across a broad number of investments. Proficiency in analyzing data, using investment performance and risk analytics systems that include real estate, developing an in-depth understanding of sources of relative performance and risks and synthesizing and summarizing historical performance results, and working with service providers such as custody banks, administrators, and investment consultants.

Demonstrated knowledge of real estate investment strategies and markets gained by five (5) or more years of investment industry experience. Demonstrated experience in researching, evaluating, participating in the due diligence of, negotiating terms for, and establishing guidelines for external real estate managers at an in-depth level across a broad number of potential investment strategies considered.

Experience working with legal counsel on real estate investments.

Excellent oral and written communication skills with demonstrated experience presenting formal reports and recommendations to a Board or Investment Committee for informed, actionable decisions.

Demonstrated ability to work independently, meet project deadlines, assist in the development of actionable, achievable, results-oriented work plans and help achieve team objectives at in an institutional investment organization.

## ANNUAL SALARY:

**\$169,178.64 - \$256,065.00**

## HOW TO SUBMIT YOUR APPLICATION



To apply online, go to [www.lacera.com](http://www.lacera.com) and click on the Careers link.

To prevent email notifications from being filtered as spam or junk mail, we recommend adding @lacera.com to your email address book and your list of approved senders.

**LACERA is an Equal Opportunity Employer**  
**This is not a Civil Service Examination**