



An Equal Opportunity/Affirmative Action Employer

## Announcement of Intention to Fill a Job Vacancy

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### **Virtual Currency Manager (Director Financial Services Programs 1, SG-31)**

**Location: Albany or NYC**

**Business Unit: Virtual Currency**

**Negotiating Unit: Professional, Scientific and Technical (PEF)**

**Please note that a change in negotiating unit may affect your salary, insurance and other benefits.**

**Salary: The starting salary for this position is \$127,433 with periodic increases up to \$155,130.**

**Positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional \$3,400 annual downstate adjustment.**

**Appointment Status: Permanent**

**Appointment to this position is pending Governor Appointment's Office and Division of Budget approval.**

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The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Virtual Currency Manager, (Director Financial Services Programs 1) serves as a supervisor for regulated Virtual Currency entities, including companies holding licenses to engage in virtual currency business activities ("BitLicenses"). Travel will be required within and outside of New York State.

Duties will include, but not be limited to, some, or all, of the following:

- Manages a team of Examiners and Monitors (E&M) in the Virtual Currency Unit and ensures the E&M team is aware of, understands, and adheres to all regulations, laws, and internal regulatory policy, including those that address record keeping, conflicts of interest, and stakeholder management;
- Ensures the E&M team adheres to internal service standards;
- Provides guidance in the use of the FILMS examination model;
- Contributes to the ongoing development and maintenance of an effective risk identification and mitigation and regulatory compliance supervisory program;
- Oversees ongoing supervision and examination activities, including desk-based and onsite exams, cadence meetings, and ad hoc supervisory engagements for the purpose of ensuring DFS-regulated Virtual Currency entities comply with relevant laws, regulations, guidance, and supervisory expectations;
- Supports and, when needed, oversees special projects and license application reviews;
- Provides guidance to the team in the review of Licensees' coin listing procedures, anti-fraud and market-manipulation, BSA/AML, governance, compliance, risk management, etc. policies and procedures;
- Reviews Product Memos covering each of the FILMS areas examined;
- Writes and reviews First Day Letters, Reports of Examination, memos, and guidance documents to ensure completeness, accuracy, and quality;
- Contributes to the development and maintenance of an effective annual supervisory plan;
- Coaches and mentors, their team and contributes to the development of ongoing training plans;
- Supports strategy and policy initiatives relevant to the Virtual Currency Unit;

- Meets with the management of Licensees to address ad hoc matters, discuss scope of examinations and findings, request information and materials, and to maintain an understanding of the institution's operations and the scale and scope of its business; and
- Other duties as assigned.
- Travel may be required up to 25%.

### **Preferred Qualifications**

Subject-matter expertise and/or experience in one or more of the following are not required, but are preferred:

- Virtual currency;
- BSA/AML, OFAC, and related laws, regulations, and best practices;
- Cybersecurity laws, regulations, and issues;
- Internal controls/governance;
- Financial analysis;
- Accounting; and
- The use of blockchain analytics software.

### **Appointment method:**

Candidates must meet the minimum qualifications listed below in order to be eligible for appointment.

### **Non-Competitive:**

A Bachelor's Degree in accounting, actuarial sciences, auditing, banking, business, business administration, business and technology, commerce, computer information systems, computer science, consumer sciences, criminal justice, cyber security, econometrics, economics, finance, financial administration, health, health administration, information systems, information systems engineering, information technology, internal controls, international or public affairs, law, market analysis, mathematics, public administration, public policy, risk management, statistics, taxation, or technology and seven (7) years of financial services experience with: 1) a regulated entity who has a regional, national and/or international presence; or 2) a governmental regulatory entity. This experience must include practical and technical knowledge about State, federal and/or international financial services laws, rules, and regulations. Two (2) years of the experience must have been at a managerial level.

Substitutions: A J.D. or a master's degree may substitute for one (1) year of specialized experience; and a Ph.D. may substitute for two (2) years of specialized experience.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than March 13, 2025** to the email address listed below. Please include the Box # **(Box VCM-DFSP1-10025)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Kara Waters  
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Albany, NY 12257  
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**All candidates that apply may not be scheduled for an interview.**

### **Public Service Loan Forgiveness**

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

### **AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS**

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.