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**Vice President, SONYMA Compliance and Quality Control Officer**

**(New York City)**

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, ***HCR*** is a vibrant, innovative agency that integrates and leverages New York State’s housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

The **State of New York Mortgage Agency (SONYMA)** is one of several HCR agencies. SONYMA’s programs provide mortgage financing to assist low- to moderate-income, first-time homebuyers in the purchase of a one-to-four unit residences that are required to meet eligibility criteria established by the Agency and by applicable Federal law. This position will report to the Single Family Programs unit of SONYMA. The Single Family unit reports to HCR’s Office of Finance & Development described below.

**Position Summary:**

The SONYMA Compliance and Quality Control Officer will proactively support the Single Family unit in its compliance with all relevant agency, state and federal guidelines. Further, this individual will perform quality control reviews of SONYMA production and provide reporting to identify potential areas of risk, the need for training, and the need for any corrective action. This position reports directly to the Senior Vice President of Single Family Programs. The position is responsible for performing a variety of regulatory compliance & QC functions for all aspects of SONYMA’s mortgage lending and servicing operations. This includes auditing to measure compliance with Agency and GSE requirements, federal/state laws, and company policies and procedures.

**Essential Duties / Responsibilities:**

The primary responsibilities of the position will be to:

There are two primary areas of responsibility for the position. The first area of responsibility will be work with the Senior Vice President to establish and maintain internal guidelines, policies and procedures that ensure Agency compliance with Federal (IRS, TILA, RESPA, Fair Lending, HMDA, ECOA, FACTA, et al) and state law. The second area of responsibility entails implementation and monitoring. This includes training internal staff on policies and procedures to ensure compliance, performing QC audits on pre-and post-purchased SONYMA loans to ensure lender and staff compliance with agency/GSE requirements and SONYMA policy. Also responsible for monitoring other compliance related initiatives as assigned such as: advertising reviews, lender web content reviews, and annual internal self-assessments and testing.

Functions include:

* Detect and prevent violations of IRS, CFPB, DFS, SEC, HUD, GNMA, FNMA, etc. regulations, and to ensure a compliance culture commensurate with the highest ethical standards of the Organization.
* Stay abreast of changes in relevant laws and regulations, and make recommendations for any revisions necessary to remain compliant;
* Manage and monitor pipeline for disclosures and state specific requirements.
* Develop policies and procedures and train staff;
* Assist with analyzing examination and audit reports to identify compliance issues requiring corrective action;
* Assist in maintaining a compliance monitoring program for operational, lending and administrative compliance processes, to ensure compliance with federal and state laws and the adequacy of internal compliance processes
* Establish and maintain relationships as a liaison with regulatory agencies;
* Develop an effective review program ensuring the purpose, scope, and audit approach is appropriate for the business unit;
* Ensure overall compliance with agency policies & regulatory requirements.
* Perform many different types of auditing tasks, including, but not limited to:
  + Pre-funding
  + Post-closing
  + Servicing practices
  + Lender QC activity
* Prepare final monthly QC reports for internal use that articulate findings and assist the lender partners and internal managers in improving processes and data integrity based on the audit findings.
* Assist with quality control and compliance initiatives (Fair Lending, Training, Policy and Procedure development, maintenance and implementation, etc.).
* Work cohesively with relevant business units to ensure best practices and regulatory compliance for all stakeholders, such as lenders, federal/state/local agencies, servicers and SONYMA as a whole
* Assist in the development and oversight for uniform handling of any exceptions or violations
* Identify potential areas of compliance vulnerability and risk and make recommendations.
* Prepare monthly, quarterly, and annual compliance reports summarizing audit findings and best practices recommendations.
* Send all proposed policy changes to bond counsel to ensure compliance with IRS rules.
* Conduct periodic testing of compliance controls and procedures
* Other duties/responsibilities, as assigned.

**Requirements/Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

* Minimum of 3 years’ experience in consumer mortgage lending QC auditing.
* Knowledge of conventional and FHA underwriting guidelines (HUD DE preferred).
* Intermediate to advanced knowledge of MS Excel.
* Proven ability to research issues with loan files, and to determine whether loans satisfy legal compliance requirements
* Strong knowledge of mortgage lending consumer protection rules and regulations including: Truth-in-Lending Act, Real Estate Settlement Procedures Act, Equal Credit Opportunity Act, Home Mortgage Disclosure Act, Fair Lending, etc.
* Strong research skills and ability to review and interpret agency, federal and state statutes and regulations.
* Excellent verbal and written communication skills
* Strong project and time management skills
* Strong analytical skills and attention to detail
* Bachelor’s Degree strongly preferred

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

**What we offer:**

* Exciting opportunity to be part of New York’s resurgence to greatness;
* Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
* Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter to:** [jobopportunities@nyshcr.org](mailto:jobopportunities@nyshcr.org)

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