



## Homes and Community Renewal

### *Job Opportunities at New York State Homes and Community Renewal*

*Build a career while building a better community. Rewarding careers in Public Service start here!*

### **DEBT ISSUANCE** **ANALYST**

**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 Office of Finance & Development** manages **HCR's** multifamily and single family housing programs and bond offerings. HCR has been the most active housing bond issuer in the country in 4 of the last five years, issuing approximately \$12 billion in tax exempt and taxable housing bonds to fund initiatives ranging in scope from mixed income rental developments to single family mortgages. Finance & Development actively engages with a range of partners including for-profit, and not for profit borrowers, municipalities, lenders, investors and other funding entities to leverage Low Income Housing Tax Credits, tax exempt bonds, single family lending programs, and a multitude of State funded programs. Our resources have helped finance over 42,000 affordable apartments and affordable homes since 2011. Finance & Development has primary responsibility for implementing many of the initiatives under the Governor's new House NY 2020 plan, an unprecedented \$20 billion investment over the next five years.

#### **RESPONSIBILITIES:**

The Debt Issuance Analyst incumbent will progress from assisting to handling the below duties and responsibilities over a 3 month period. This transition is to ensure core competencies develop to accurately manage the functions of the Debt Issuance Department.

After the transitional period, the Debt Issuance Analyst will support all the bond finance and compliance monitoring activities of the department. The position also entails the review of bond documents, including series resolutions and certificates, preliminary official statements, final official statements,



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purchase contracts, mortgage documents, credit enhancement documents, and various closing documents, including tax documents, in conjunction with senior level personnel. The Debt Issuance Analyst will support the Vice Presidents, the Assistant Vice President, and the Associates in the preparation of project cash flows and preparation of mortgagor payment schedules. The Debt Issuance Analyst will also prepare background information needed for pricing and related approvals of the Agencies' bonds and provide research and information on market conditions for the other staff of the Agencies on an as needed basis.

In addition, the Debt Issuance Analyst will participate in the structuring of various bond issues including negotiating with the senior manager on various aspects of the transaction such as interest rates. Finally, at the direction of the Vice Presidents, the incumbent will prepare certain memoranda and reports relating to the issuance of the Agency's debt.

#### **QUALIFICATIONS:**

- ◆ BA in Public Finance, Economics, Mathematics, Statistics or Business Administration preferred;
- ◆ 1 year experience in Public Finance, Bond Cash Flow generation and analysis, Credit Analysis or Finance Analysis;
- ◆ Excellent quantitative, computer and writing skills;
- ◆ General understanding of bond documents;
- ◆ Ability to work in a high stress environment;
- ◆ Excellent analytical skills;
- ◆ Organizational skills;
- ◆ Ability to work long hours; and
- ◆ Ability to work under pressure.

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)  
Please include the name of the position that you are applying for in the subject line.**

New York State is an Equal Opportunity Employer (EOE)