



## Homes and Community Renewal

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

### **PORTFOLIO ASSOCIATE**

**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 Visnaukas, **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. The position will be located in our office in New York City. 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 Housing Preservation** manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York City for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. We also monitor 130,000 low income housing units financed with federal and state resources, and provide grant funding to help homeowners and tenants save energy.

**The Housing Portfolio Management Unit** is responsible for the asset management and compliance monitoring of the Agency's existing housing loan portfolio. This portfolio has been financed under various loan and subsidy programs including the Secured Loan Rental Program, the Section 8 Mod Program (Allenhurst Apts.) and the Mobile Home Cooperative Program.

#### **DUTIES & RESPONSIBILITIES:**

- Review and approve tenant income certifications and lease information submitted by the borrowers' representatives for Housing Tax Credit program eligibility and accuracy. Interact on a daily basis with borrowers, property managers and Agency staff regarding the operation and management of multifamily projects; may assist asset managers with annual property inspections and tenant file reviews as required by the mortgage loan documents.
- Assume a portfolio of multifamily projects and perform period site inspections and management evaluations as required by loan documents and Agency policy.
- Assist in the collection, organization and analysis of project income and expense reports and other data required by the Agency's mortgage documents. Assist in the implementation and



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enforcement of the Agency's regulatory requirements regarding financial reporting, lease reviews and the low income unit set aside requirements.

- Coordinate property data and perform research regarding historical and current financial trends, operating expenses, and market data. Assist in producing department reports and statistical data.
- Review and perform research on housing bond issues and mortgage documents. Collect, review and organize mortgage closing files for the department.
- The Portfolio Associate position requires a close working relationship with the asset managers, technical, development and legal staff of the Agency. Excellent computer and communication (oral and written) skills are essential. Occasional overnight travel may be necessary.
- Portfolio Associate position may lead to Asset Manager Position subject to a performance review, initiative and any additional professional training.

#### **QUALIFICATIONS:**

- Bachelor's Degree in real estate, accounting, business administration, or public administration preferred.
- 1 to 2 years' experience in property management, asset management or property appraisals; multi-family loan administration or affordable housing administration experience preferable, but not mandatory.
- Working knowledge of governmental housing programs (Section 8, Section 236, FHA Insurance) and mortgage financing preferable, but not mandatory.
- A general understanding of Accounting Principles and Analysis.
- Excellent PC, software and communication skills are essential. Occasional overnight travel and valid NYS driver's license are required.

This job description is not intended to be all-inclusive and employee will be expected to perform other reasonable 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)**

New York State is an Equal Opportunity Employer (EOE)



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