



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!

ACCOUNTS PAYABLE ACCOUNTANT

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 Visnuskas, **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 Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Legal Affairs, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

Job Summary

Under the general supervision and direction from the A/P Manager, performs professional accounting analysis and duties including:

- Prepare vouchers/warrants for vendor payments
- Review employee optical reimbursement forms for completeness and adherence to policies
- Reconcile Agency corporate credit card account and prepare payment
- Reconcile Agency Accounts Payable disbursement account
- Verify contract and purchase orders prior to processing payments
- Post accounting transactions to the Expenditure Control System (ECS)
- Perform bank reconciliations and promptly follow-up on outstanding items



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- Respond to inquiries from vendors, internal and external auditors, Agency staff and other State Agencies when necessary
- Reconcile MWBE technical assistance bank account

QUALIFICATIONS

- 4 year college degree in accounting preferred
- 1-3 years Accounts Payable preferred
- Ability to communicate effectively both orally and in writing
- Ability to analyze and understand financial statements and transactions
- General understanding of mortgage and bond accounting
- Ability to prioritize and multitask
- Attention to detail and high level of accuracy
- Experience using Microsoft Office (Excel, Windows, PowerPoint, Outlook)
- Government accounting experience a plus
- SAP experience a plus

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

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org
New York State is an Equal Opportunity Employer (EOE)