



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!

TREASURY 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 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 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.

DUTIES:

Assist in recording all check receipts and deposits in the check log; assist with review and processing of all invoices for Trustee, Remarketing Agents and Letter of Credit fees; distribute unit incoming and outgoing mail; assist with inputting all Taxation & Finance trades into the investment system; review and sort Broker/Dealer confirms and trade tickets for filing; assist with the daily investment purchase and sale function as needed; Review monthly money market collateralization statement to ensure that third party custodian is conforming to all collateralization requirements. Coordinate scanning of all trade tickets and trustee/depository collateral statements. Assist in opening new trustee and depository accounts; Assist in other areas as needed.



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QUALIFICATIONS:

- Undergraduate Degree in Accounting, Finance or related field preferred;
- Ability to comprehend investment reports and bond documents;
- Excellent communication skills, both written and oral, with ability to compose routine correspondence;
- Knowledge of Microsoft Office applications, e.g. Excel, Word, Access;
- Working knowledge of SAP, a plus;
- Detail oriented and strong analytical abilities;
- Ability to work independently and as an integral part of a team;
- Ability to work effectively under pressure due to time constraints associated with job function.

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:

- 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)