



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!

SENIOR LOAN SERVICER

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. 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 \$13 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.

HCR'S Loan Servicing Unit is responsible for multifamily housing projects funded by the Agency that are being newly constructed or receiving rehabilitation. Responsibilities include monthly disbursements of various Agency funds (bonds and/or subsidy) awarded by the Agency. Once construction or rehabilitation is completed the Unit also facilitates the permanent loan closings and bond redemptions.

DUTIES

The candidate will be responsible for the following activities:

1. Processing of monthly requisitions for Agency's various awarded funds. This involves coordination among internal (Treasury, Accounting and Construction) and external parties



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- (credit enhancer/servicer and borrower). The candidate must ensure adherence to various Agency guidelines as well as be responsible for compliance and record keeping.
2. The selected candidate will also be responsible for managing the Loan Administrators who also process monthly requisitions.
 3. Assist with permanent mortgage loan closings and bond redemptions. This involves communicating with Project sponsors regarding the Agency's requirements and timing. Receipt and distribution of various due diligence documentation. Coordinate with various internal departments for their final sign-offs prior to closing.
 4. Trouble shooting and problem solving as the need arises.

QUALIFICATIONS

- Knowledge of basic accounting and/or other quantitative analysis;
- Experience with government assisted housing finance;
- Familiarity with construction financing and disbursement requirements;
- Working knowledge of Excel, Word, and Microsoft Office Outlook;
- Good oral and written communication and client management skills;
- Organizational skills a plus; and
- Must be a team player.

Qualified individual should have a proactive approach and a solid work ethic.

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)