



## 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 ACCOUNTANT-BUDGET SPECIALIST**

**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 Administration and Finance** is responsible for all administrative and support services, including Human Resources, Fiscal Planning, Accounting and Treasury Services, Facilities and Information Technology Services. HCR 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:**

- Preparation and review of program financial statements
- Preparation of program related reports and project analysis
- Assist in agency budget preparation and analysis
- Assist in preparation and oversight of bi-weekly payroll transmission
- Verification of bank transactions to source documents
- Perform bank reconciliations and promptly follow-up on outstanding items
- Review transaction and feeder system postings to the General Ledger
- Respond to inquiries from projects, internal and external auditors, agency staff and other State agencies where necessary
- Supervise employee optical, tuition, and travel voucher reimbursement process
- Review and document internal controls
- Perform other duties as required



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#### **QUALIFICATIONS:**

- Bachelor's degree in accounting preferred
- Approximately 3 to 5 years of related progressive experience (gov't or non-profit a plus).
- Demonstrated ability to manage accounting functions and personnel
- Experience with budget preparation, management, and analysis
- Understanding of financial securities and investments
- Successful candidate must demonstrate ability to pay attention to detail, multi-task, prioritize, have strong oral and written communication skills and be able to work independently
- Strong computer skills required (Microsoft Office)
- Experience using SAP ERP system(s) a plus
- Experience using ADP payroll process a plus
- CPA a plus

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:**

- 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](mailto:Jobopportunities@nyshcr.org)**  
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