



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!

MORTGAGE 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 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.

DUTIES:

Under the general supervision and direction from the Associate Accountant (Single Family), performs professional accounting and additional duties including:

- Processing of mortgage transactions including mortgage billing, reconciliation, cash verification, and prompt follow-up with banks on outstanding items
- Verification of bank transactions to source documents
- Perform month-end closing of banks and preparation of month-end reports
- Daily processing of mortgage receipts
- Assist in preparation of Single Family program related reports
- Posting accounting transactions to the General Ledger
- Respond to inquiries from banks, Single Family Operations team, internal and external auditors, Agency staff and other State Agencies when necessary

QUALIFICATIONS:

4 year college degree in Accounting preferred

1-3 years Accounting experience preferred



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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

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)