



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!

Finance Assistant

Position in: Albany, NY

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.

HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations in order to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

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.

Position Summary: A Finance Assistant is needed to aid the various program units in the administration of various financial and clerical activities. Reporting primarily to the Finance Manager, the Finance Assistant will assist with HTFC accounts payable and receivables; processing of programmatic payments; tracking and processing of mortgage servicing invoices and payments; and data entry into various systems managed by the Corporation. This individual will assist with the Financial Operations, Accounting Operations, and Programmatic Payment, and Mortgage Servicing Units with daily operations and tracking activities. The starting salary for the Finance Assistant is \$48,857.



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Duties: Under the direction of the Senior Finance Assistant, the Finance Assistant will perform the following duties:

Create and/or process warrants for the various HTFC programs including admin:

- Create the appropriate warrants
- Obtain the required signatures,
- Upload payment files to HDRS and/or the bank,
- Send to Treasury for Processing
- Monitor Treasury responses and update the various electronic systems including, but not limited to the disbursement log, shared network drive, SHARS, and SharePoint
- Send appropriate email notifications such as wire authorization numbers
- Create cover page and route for coding

HTFC Invoices

- Monitor the daily mail and HTFC Finance Unit Mailbox for any invoices.
- Upload HTFC invoices to the SharePoint Invoice Tracker and Route them for approval
- Monitor the status of invoices on the tracker and follow up as necessary to ensure timely payment
- Update the invoice tracker
- Address any questions or issues with vendors

Void payments:

- Create void and stop payment files for various HTFC accounts based on the direction provided by the Accountant Team
- Format and save a copy of void files created by GOSR or other staff
- Audit checks being voided to ensure they match the void file
- Upload void files to Treasury and hand-deliver checks, if in house, to treasury
- Notify GOSR and/or the Accountants once confirmation received
- Route paperwork for coding and EBS data entry
- Update voids in HDRS

1099 Reporting:

- Maintain copies of W-9 forms for all vendors
- Request any missing W-9 forms from vendors
- Annually, run a report of all vendors and verify the information in EBS against the W-9 forms received.
- Verify the information contained in the 1099 report
- Print 1099 forms for all required vendors and issue the copies via mail by the IRS deadline
- Complete and obtain signatures on the report and submit to the Internal Revenue Service

HTFC Travel:

- Maintain all employees ACH forms when submitted and update the travel system
- Every two weeks capture the travel vouchers that have been approved by the travel coordinator and create warrants for payment.
- Route all warrants for signature for payment
- Update the Travel Voucher System Prepare the taxable meals report and submit to Payroll for processing on the next pay date



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HTFC Check Processing

- When mail is received from the Post Office, ensure that all checks are separated from the routine mail and logged into the mail log.
- Copy any HTFC checks received and route copies to Program staff for paperwork completion and then to Finance staff to code for deposit.
- Copy insurance checks for countersignature by the Treasurer and route to Asset Management to determine where the counter-signed checks should be sent.
- Ensure that all checks are stored in either the locked file cabinet or the Finance Unit safe until deposit coding has been completed.
- Once direction from Asset Management is received or Finance Staff have coded for deposit, prepare the package for mailing or sent the checks for deposit.
- Prepare the cleared check report for MAC 892
- Address positive pay issues as needed

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

Minimum Qualifications and Desired Skills:

- Advanced Excel and Word
- Accounts Payable/Receivable Experience
- Familiarity with SharePoint systems
- Ability to multi-task in a fast-paced environment

What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter to: HTFCJobs@nyshcr.org
Please include the name of the position that you are applying for in the subject line.**

New York State is an Equal Opportunity Employer (EOE)