



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!

Post Closing – Loan Analyst **SONYMA Single Family Programs**

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.

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 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 **State of New York Mortgage Agency (SONYMA)** is one of several HCR agencies. SONYMA's programs provide mortgage financing to assist low- to moderate-income, first-time homebuyers in the purchase of a one-to-four unit residences that are required to meet eligibility criteria established by the Agency and by applicable Federal law. This position will report to the Single Family Programs unit of SONYMA. The Single Family unit reports to HCR's Homeownership and Community Development.



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Position Summary:

To work with the AVP/Post-Closing Manager to review closed loan files submitted by SONYMA participating lenders for purchase.

Essential Duties / Responsibilities:

The primary responsibilities of the position will be to

- Review of Closed Document files for approval in accordance with SONYMA guidelines, and IRS regulations.
- Input loan status data on computer for Closed Document files
- Review of Final Document (recorded instruments and final title policies) completed files for accuracy and compliance.
- Correspond and communicate daily with participating lenders.
- Resolve problems, errors and/or omissions on both loan files received for purchase and Final Documents complete files. Explain Agency procedures and guidelines to participating lenders.
- Prepare forms for problem loans; list loans reviewed with correct missing document codes.
- Proof data entry for loans reviewed.
- Update loan status data on computer for Final Document loans reviewed.
- Communicate deficiencies on electronically submitted loan files, and provide feedback on indexing errors to supervisor for transmission to the vendor.
- Prepare scanning checklist, inventory list and status change list on Final Document reviewed files.
- Complete and submit daily report of day's activity.
- Log in to the 800 room automated call distribution system during all assigned hours to take incoming calls from the public. Assist with questions/provide requested information to callers as needed.
- Discuss with Supervisor any problems encountered daily.
- Other related duties as needed.

Requirements/Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

- Good written and oral communication skills
- Experience with mortgage documents and practices.
- Minimum 2 years college education preferred



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- Moderate proficiency in MS Word, MS Excel and MS PowerPoint

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: jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)