

***Build a career while building a better community. Rewarding careers in Public Service start here!***

## **SR. ACCOUNTANT/SUBSIDY AND GRANTS 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.

### **DUTIES:**

- Preparation and review of program financial statements
- Preparation of program related reports and project analysis
- Keying accounting transactions to the General Ledger
- Verification of bank transactions to source documents
- Perform bank reconciliations and promptly follow-up on outstanding items
- Review transaction postings to the General Ledger from subledger systems
- Review / establish monthly mortgage billing to projects
- Respond to inquiries from projects, internal and external auditors, Agency staff and other State Agencies where necessary
- Prepare program delinquency reports and analysis
- Prepare requisition of funds based on audit of expenses or certification of drawdown
- Disbursement and monitoring of grant funds
- Entry and allocation of daily mortgage receipts
- Back up support for all HFA subsidy and AHC grant programs
- Manage/streamline Remodel NY program
- Oversee reporting/follow up for loan delinquencies and retiree receivables



## Homes and Community Renewal

### *Job Opportunities at New York State Homes and Community Renewal*

#### **QUALIFICATIONS:**

- Bachelors degree in accounting and five years of related accounting experience preferred
- Successful candidate must demonstrate ability to pay attention to detail, have strong oral and written communication skills and be able to work independently.
- Computer skills required: Microsoft Excel, Word, Outlook
- Understanding of financial securities and investments
- Ability to multitask and prioritize
- Experience with SAP 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.

**TO APPLY, please send resume and cover letter to:** [Jobopportunities@nyshcr.org](mailto:Jobopportunities@nyshcr.org)

**Candidates currently employed with NYSHCR, please apply via:** [internalcandidates@nyshcr.org](mailto:internalcandidates@nyshcr.org)

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