



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!

FINANCIAL ANALYST

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.

The Office of Housing Preservation manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York City for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. OHP monitors over 200,000 low income housing units financed with federal and state resources, and provide grant funding to help homeowners and tenants save energy.

The Financial Operations Unit is responsible for the financial monitoring of the Agency's existing housing loan portfolio. This portfolio has been financed through conventional and public financing programs including the Agency's secured loan rental program, subsidy loan program, and the Mobile Home Cooperative Program.

JOB SUMMARY The Financial Analyst will be reporting to the Assistant Vice President of the Financial Operations unit. The primary functions of the position include:

- Perform financial monitoring of loans and property statistics including the analysis of audited financial statements and income and expense reports in order to identify potential risks of that could affect the viability of the projects to meet debt service obligations.
- Review monthly variance reports with Statewide Asset Management Staff
- Analyze project audited financial statements and calculate the debt service coverage ratio, subsidy loan calculations and analytical reviews as assigned by supervisor.
- Import financial data into annual risk analysis as directed by supervisor.
- Coordinate property data and perform research regarding historical and current financial trends, operating expenses, and market data for the annual comparability report.



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- Collect, import, analyze, and log annual project budgets and financial reports (audited financial statements).
- Calculate return on equity requests
- Prepare financial analysis of project sales and ownership transfers
- Calculate and complete Budget Based Rent Determinations
- Prepare paperwork for the transfer of funds
- Establish Bank Accounts and Investment Fund Accounts
- Review and process the release of fund from Operating Escrow Fund Accounts
- Calculate Shelter rent calculations
- Coordinate with insurance manager on renewals and claims processing.
- Assist in other functions/duties of the Office of Housing Preservation.

QUALIFICATIONS

- Bachelor's Degree in Accounting, Business Administration, Economics or Finance preferred (MBA Preferred).
- Proficiency in Microsoft Office applications, e.g. Excel, Word, Access
- Excellent oral and written communication skills
- Applicable skill set for financial analytical abilities a must.
- Ability to work independently and achieve firm deadlines due to time constraints associated with job functions,
- May require occasional overnight travel and a valid NYS driver's license as required.

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:

- 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

All internal SHA employees (only) are directed to apply via Nyshcr.sm.internalcandidates@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)