



## *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!*

### **Senior Accountant – Weatherization Assistance Program**

New York City

*This is a temporary position. The term for this position is expected to run through November 30, 2022 but may end sooner or be extended at the discretion of New York State.*

**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 Kathy Hochul 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 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.

**Position Summary:** The Senior Accountant will be responsible for monitoring an assigned group of WAP subgrantees that are performing work in pursuit of the goals of the American Rescue Plan and the WAP. Monitoring will include review of agency (subgrantee) books and records, fiscal transactions, and overall financial operations to assure that federal requirements are met, and good accounting practices are followed, as well as individual client files related to work performed in homes receiving assistance. The Senior Accountant will be supervised by an Associate Accountant or Program Manager and will take direction from that person/s.



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### **Duties:**

- Fiscal Monitoring and Closeout
  - a. Conduct periodic on-site monitoring visits in accordance with program management plans and as assigned by supervisor, to review subgrantee books and records for verification of reported program expenditures and to examine overall fiscal operations for compliance with contract requirements and generally accepted accounting principles. Identify and report on subgrantees that have major fiscal deficiencies. These deficiencies include, but are not limited to, going concern problems, major internal control findings, and lack of safeguarding of assets.
  - b. Conduct periodic desk reviews and in-person visits of subgrantees in order to monitor each of the required areas indicated on WAP's Fiscal Field Visit Report Form and any other areas of fiscal review that are appropriate.
  - c. Conduct more frequent reviews of subgrantees that have demonstrated poor fiscal performance or that have been determined to be performing poorly and/or putting federal funds at risk.
  - d. Review subgrantee audits and unaudited financial statements and provide analysis and recommendations to supervisor regarding the accuracy and acceptability of the documents for the purposes of contract performance review and closeout.
- Communicating and Reporting
  - a. Prepare written monitoring summaries on results of each on-site visit setting forth purpose of visit, findings, corrective actions instituted, conclusions and recommendations for supervisor's consideration.
  - b. Make recommendations to the supervisor when fiscal and accounting issues are observed as being detrimental to the proper use of federal funds.
  - c. Assist DHCR staff in the formulation and revision of policies and procedures relevant to the administration of grants and contracts.
  - d. Submit and update itineraries and all other required documents and periodically contact supervisor in accordance with established procedures.
- Training and Technical Assistance
  - a. Provide fiscal training and technical assistance to subgrantee as assigned by supervisor or as warranted by the findings resulting from monitoring visits and the comprehensive annual fiscal evaluations.
  - b. Serve as DHCR representative at meetings with agency boards, executive directors, fiscal officers, and auditors with respect to pertinent areas of fiscal responsibility.
  - c. Receive and understand necessary training as needed.
- Other fiscally related duties as assigned by the Program Manager or Associate Accountant

This position may require travel through-out NY State at times.

### **Minimum Qualifications and Desired Skills:**

- Must have a strong knowledge of basic accounting, with a minimum of at least 24 college credits specifically in accounting. Applicants with accounting degrees are preferred.
- Must have a full knowledge and understanding of GAAP (Generally Accepted Accounting Principles) and be able to apply it during fiscal monitoring.



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- Should have familiarity with non-profit corporations in regard to their financial obligations under 2 CFR Part 200 Subpart F (formerly OMB Circular A-133).
- Must have at least one year's work experience in accounting, auditing, or related field.
- Should understand federal Community Services Block Grants (CSBG).
- Must be proficient with MS Office Suite, such as Word and Excel, and be able to understand other applications as required.
- Should understand budgeting and budget review.
- Must be able to meet deadlines and work with a team to meet program requirements.
- Should be able to communicate effectively, both written and verbally.
- Must be able to occasionally travel withing NYS, including overnight travel.

### **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, CLICK HERE.](#)**

**Applicants must include resume and cover letter.**

New York State is an Equal Opportunity Employer (EOE)



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