



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!

AVP/ASSISTANT TREASURER

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.

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.

DUTIES:

Primary responsibility will be to manage the daily investment operations of the Treasury Unit for the New York State Housing Finance Agency, State of New York Mortgage Agency, New York State Affordable Housing Corporation, State of New York Municipal Bond Bank Agency and Tobacco Settlement Finance Corporation, performs professional treasury functions and duties and prepares financial analysis and reports. Specific duties include, but are not limited to:

- Direct supervision of the Treasury Unit investment staff;
- Ensure that funds are invested in accordance with the Agencies Investment Guidelines and other related documents;
- Manage the State Comptroller and Division of Budget debt reporting requests.
- Ensure that debt service payments for both MBBA and Student Loan bond issues are met;
- Prepare the annual MBBA Prior Year Claims Certification and the City of Buffalo Revenue Certificate
- Prepare the quarterly Board Investment Report;



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- Manage the review of all new bond issuance documents;
- Coordinate with appropriate units and ensure adequate liquidity for anticipated funding needs;
- Oversee the bi-weekly collateral evaluation;
- Manage monthly project construction drawdown request for funds;
- Monitor bond and mortgage letters of credit for expiration and request for extensions where applicable;
- Produce Program Budgets for HFA & MBBA
- Conduct semi-annual confirmation of all Trustee held letters of credit;

QUALIFICATIONS:

- The successful candidate will have a degree in Finance or related discipline and/or a minimum of 10 years work experience in Public Finance and/or Banking.
- Applicant must have excellent communication skills, exceptional management abilities, be detail oriented, possess strong analytical abilities and be able to work independently.
- In-depth knowledge of housing bonds and good computer skills is 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:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

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

Please Include your name in the subject line