



## 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 ASSOCIATE ACCOUNTANT / AHC 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 Kathy Hochul 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 Professional Services (OPS)** is responsible for all administrative and support services, including Human Resources, Communications and Public Information, 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.

#### **JOB SUMMARY:**

- Carry out the end-to-end accounting process for AHC
- Coordinate with different bodies such as SAP team, outside auditors and Department of Budget for matters pertaining to AHC
- Preparation of program related reports and project analysis
- Maintenance and reconciliation of General Ledger accounts
- 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 feeder systems (investment, mortgage billing, among others)
- Review / establish monthly mortgage billings to projects
- Respond to inquiries from Debt Issuance in regards to calculation of prorated servicing fees.
- Respond to inquiries from Debt Issuance department, internal and external auditors, Agency staff and other State Agencies as necessary.
- Prepare program delinquency reports and analysis



## Homes and Community Renewal

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

- Prepare requisition of funds based on audit of expenses or certification of draw down
- Administer affordable housing grant disbursements and reconcile grant funds
- Assist with annual financial statements preparation
- Back up to the subsidy accountant as needed
- 

#### **QUALIFICATIONS:**

- Bachelor's degree in accounting preferred and five years of related accounting experience
- Successful candidate must demonstrate ability to pay attention to detail, multi-task, prioritize, have strong oral and written communication skills and be able to work independently.
- Computer skills required
- Strong computer skills required (Microsoft Office)
- Knowledge of HFA's General Ledger system, the HFA investment systems, Agency software systems a plus

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 opportunity for dedicated professionals.

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

**Please Include your name in the subject line**