



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!

VICE PRESIDENT / 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 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, 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 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 New York State Project Finance Agency, performs professional treasury functions and duties and prepares financial analysis and reports. Specific duties include, but are not limited to:

- Manage and supervise Treasury staff;
- Ensure that funds are invested in accordance with the Agencies Investment Guidelines and other related documents;
- Ensure that debt service payments are met;
- Ensure that funds are deposited, invested, transferred and disbursed in accordance with bond resolutions and other related documents;



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- Ensure that arbitrage requirements are met;
- Assist in the selection of trustee banks for new bond issues;
- Maintain and ensure strong banking relationships and competitive fees;
- Oversee the investment process including the negotiation of Investment Agreements and bidding procedures on buys and sells;
- Coordinate with appropriate units to make funds available for payment;
- Review the financial performance of banks that service the Agencies;
- Coordinate with Accounting and external auditors to complete year end audits;
- Preparation and review of program budgets;
- Disbursement, monitoring and coordination with DHCR of Existing Section 8 Program
- Maximization of earnings where appropriate.

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 the 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