



## 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!*

### **TREASURY 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 Kathy Hochul and Commissioner RuthAnne Visnuskas, **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:**

- Under the direction of the Senior Treasury Analyst, prepare monthly Swap Reports on the HFA State supported debt.
- Record all check receipts and deposits in the check log.
- Prepare periodic Remarketing Agents reports for distribution.
- Perform verification of VRD Bond interest with each Bond Trustee.
- Process all HFA/SONYMA invoices for Trustee, Remarketing Agents and Letter of Credit fees.
- Distribute unit incoming and outgoing mail; input all Taxation & Finance trades into the investment system.
- When needed, open new escrow accounts at depository banks.
- Review and sort Broker/Dealer confirms and trade tickets for filing.
- Assist with the daily investment purchase and sale function as needed.
- Assist in preparing Board Investment Reports.



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- Assist in bi-weekly collateral evaluation and mark-to-market on collateral held by or on behalf of the Agencies' and where necessary, arrange for release or swapping of such collateral.
- Review monthly money market collateralization statement to ensure that third party custodian is conforming to all collateralization requirements.
- Assist in other areas as needed.

#### **QUALIFICATIONS:**

- Undergraduate Degree in Accounting or Finance;
- Entry level position with a minimum of 2 years' experience in an accounting, treasury, or finance environment
- Ability to comprehend investment reports and bond documents;
- Ability to analyze investment issues and offer solutions towards their resolution;
- Excellent communication skills, both written and oral, with ability to compose routine correspondence;
- Knowledge of Microsoft Office applications, e.g., Excel, Word, Access;
- Detail oriented and strong analytical abilities;
- Ability to work independently and as an integral part of a team;
- Ability to work effectively under pressure due to time constraints associated with job function.

This job description is not intended to be all-inclusive, and employee will be expected to perform other reasonable 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](mailto:Nyshcr.sm.internalcandidates@nyshcr.org)

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

TO APPLY, [CLICK HERE](#).

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer (EOE)