



# 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!***

### **ASSOCIATE ACCOUNTANT SINGLE FAMILY BOND PROGRAM**

**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 AND RESPONSIBILITIES:**

- Train as back up to the department head
- Review work of Mortgage Accountants
- Preparing data for inclusion in bond official statements
- Preparation and review of SONYMA program financial statements
- Preparation of program related reports and loan analysis
- Processing mortgage transactions including mortgage billing, reconciliation, cash verification, and monthly closings
- Keying accounting transactions to the General Ledger
- Verification of bank transactions to source documents
- Perform bank reconciliations and promptly follow-up on outstanding items
- Post and review transactions to the General Ledger from feeder systems (Single Family and Debt Service, etc.)



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- Respond to inquiries from banks/lenders, internal and external auditors, Agency staff and other State Agencies where necessary
- Prepare Single Family program related reports and analysis
- Entry and/or review of daily mortgage receipts
- Review and input loan modifications

#### **QUALIFICATIONS:**

- Bachelor's degree in accounting preferred
- Approximately 5 to 10 years of related progressive experience (gov't or non-profit a plus).
- Demonstrated ability to manage accounting functions and personnel.
- Understanding of financial securities and investments.
- 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.
- Strong computer skills required
- Experience using SAP and/or PeopleSoft 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; and
- 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)