



# 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!*

### Accountant

New York, NY

**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.

This position is on the **Housing Trust Fund Corporation (HTFC)** payroll. HTFC was established as a subsidiary public benefit corporation of the New York State Housing Finance Agency. HTFC's mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities. This is not a Civil Service position.

#### **What we offer**

As an employee of the Housing Trust Fund Corporation, you will be eligible to participate in the New York State and Local Retirement System and the New York State Health Insurance Program. Staff enjoys regular training and certification opportunities organized by our Training and Professional Development unit. HTFC offers optional life insurance, FSA and Dependent Care programs, and a commuter benefit program. Additionally, HTFC participates in NYS Paid Family Leave and provides Short Term and Long Term Disability coverage.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

**Position Summary:** The NYS Weatherization Assistance Program and American Rescue Plan Act program help income-eligible homeowners and renters conserve energy and improve safety and health standards. NYS HTFC is dedicated to professional development and work life balance. Staff enjoys regular training and certification opportunities. HTFC staff is currently embarking on a pilot hybrid telework program.

Upon embarking on a journey with us, you will experience professional development through exposure to an array of diverse experiences, world class learning and mentoring. This is how we develop outstanding leaders who endeavor to deliver on our promises to our stakeholders and in so doing, play a critical role in building a more sustainable, more equitable community in New York State. The Weatherization team is growing and as a Senior Accountant, you will play a



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key role in that growth. Your key role will be to implement accounting procedures for new energy conservation measures. The Senior Accountant will be responsible for monitoring a group of WAP subgrantees that are performing work in pursuit of the sustainability goals of the American Rescue Plan and the WAP. The Senior Accountant will prepare reports for program management, prepare compliance reviews, and develop compliance trainings for nonprofit partners. Monitoring will include review of agency (subgrantee) books and records, fiscal transactions, and overall financial operations to assure that federal requirements are met, and good accounting practices are followed, as well as individual client files related to work performed in homes receiving assistance. The Senior Accountant will be supervised by an Associate Accountant or Program Manager and will take direction from that person/s.

### **Duties and Responsibilities**

- **Fiscal Monitoring and Closeout**
  - Conduct periodic on-site monitoring visits to review subgrantee books and records for verification of expenditures and to examine overall fiscal operations for compliance. Identify and report on subgrantees that have major fiscal deficiencies.
  - Conduct periodic desk reviews and in-person visits of subgrantees. Conduct more frequent reviews of subgrantees that have demonstrated poor fiscal performance.
  - Review subgrantee audits and unaudited financial statements and provide analysis and recommendations for the purposes of contract performance review and closeout.
- **Communicating and Reporting**
  - Prepare written monitoring summaries on results of each on-site visit
  - Make recommendations to the supervisor when fiscal and accounting issues are observed as being detrimental to the proper use of federal funds.
  - Assist DHCR staff in the formulation and revision of policies and procedures relevant to the administration of grants and contracts.
  - Submit and update itineraries and all other required documents.
- **Training and Technical Assistance**
  - Provide fiscal training and technical assistance to subgrantee with direction.
  - Serve as DHCR representative at meetings with agency boards, executive directors, fiscal officers, and auditors with respect to pertinent areas of fiscal responsibility.
  - Other fiscally related duties as assigned by the Program Manager or Associate Accountant.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

### **Minimum Qualifications and Desired Skills:**

- Must have a strong knowledge of basic accounting, with a minimum of at least 24 college credits specifically in accounting. Applicants with accounting degrees are preferred.
- Must have a full knowledge and understanding of GAAP (Generally Accepted Accounting Principles) and be able to apply it during fiscal monitoring.
- Should have familiarity with non-profit corporations in regard to their financial obligations under 2 CFR Part 200 Subpart F (formerly OMB Circular A-133).
- Must have at least one year's work experience in accounting, auditing, or related field.



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- Should understand federal Community Services Block Grants (CSBG).
- Proficient with MS Office Suite, such as Word and Excel, and be able to understand other applications as required.
- Should understand budgeting and budget review.
- Must be able to meet deadlines and work with a team to meet program requirements.
- Should be able to communicate effectively, both written and verbally

### **Instructions for Applicants:**

Applicants must include a cover letter and resume for review.

[TO APPLY, CLICK HERE](#)

New York State is an Equal Opportunity Employer (EOE)