



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

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 Housing Preservation manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York City for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. OHP monitors over 200,000 low-income housing units financed with federal and state resources, and provide grant funding to help homeowners and tenants save energy.

The Financial Operations Unit is responsible for the financial monitoring of the Agency's existing housing loan portfolio. This portfolio has been financed through conventional and public financing programs including the Agency's secured loan rental program, subsidy loan program, and the Mobile Home Cooperative Program.

JOB SUMMARY The Associate Accountant will be reporting to Principal Financial Analyst. The primary functions of the position include:

- Coordinate Budget Rent Determination reviews, Internal Meetings, Processing, Rent Orders, Rent hearings / conferences etc.
- Budget rent determinations for Mitchell Lamas utilize information calculated by the Principal Analyst (CPI increases and Utility guidelines)
- Perform monthly reconciliation of assigned projects
- Review Financial statements, risk assessments, banking agreements for investment accounts
- Oversee Financial Transactions for projects that maintain Operating Escrow Funds with the Agency
- Assist with the coordination of information for the annual Mitchell Lama Reporting
- Coordinate submission of project financial reports
- Coordinator for Mitchell Lama projects that are exploring refinancing opportunities



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- Coordinate First Sale Assessment Calculation Review and equity account deposits
- Review Fee increase proposals.
- Coordinate and Review shelter rent calculations
- Review Return on Equity Calculations
- Staff Training and Development for Mitchell Lama Team members
- Assist in other functions/duties of the Office of Housing Preservation.

QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance (MBA/MS Preferred).
- Proficiency in Microsoft Office applications, e.g. Excel, Word, Access
- Excellent oral and written communication skills
- Applicable skill set for financial analytical abilities a must.
- Ability to work independently and achieve firm deadlines due to time constraints associated with job functions,
- May require occasional overnight travel and a valid NYS driver's license as required.
- Five to Ten years of pertinent work experience

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:

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

All internal SONYMA/HFA/AHC employees (only) are directed to apply via
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)