



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!

Finance Assistant

Position in: Albany, 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.

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.

HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent, and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations in order to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

The Office of Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, and Information Technology. 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.

Position Summary: An entry-level Finance Assistant is needed to aid the programmatic units in the administration of fiscal activities. The Finance Assistant will support various units within the Office of Financial Administration by performing daily operations and tracking activities. This person will assist with Housing Trust Fund Corporation (HTFC) accounts payable and receivable; both front end and back end processing of programmatic payments; tracking and processing of mortgage servicing invoices and payments; and data entry into various systems managed by the Corporation. The starting salary for the Finance Assistant is \$49,834.



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Duties: Under the direction of the Senior Finance Assistant, the Finance Assistant will:

- Prepare and process various programmatic payment requests. Upload, track and monitor all requests. Update various internal systems and programs for completed payments.
- Create void or stop payment files as directed. Upload, track and monitor all requests. Update various internal systems and programs for completed voids/stops
- Monitor the daily mail for incoming invoices. Upload invoices for payment approvals. Track and monitor all invoices to ensure prompt payment.
- Process Employee Expense reimbursements as directed by Agency Travel Coordinator. Maintain all employee payment data on file to ensure prompt and proper payment.
- Process daily mail received. Scan all checks received and route to appropriate staff for deposit directive. Ensure all checks are kept securely in safe until deposit directive received. Process checks for bank deposit.
- Assist with the 1099 reporting. Ensure forms are filed accurately and timely each year to the Internal Revenue Service.
- Work closely with HTFC programmatic staff, New York State Treasury, and various banks to ensure proper payments.
- Communicate and address all questions or concerns timely
- Other duties as assigned.

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

Desired Skills:

- Experience with Excel and Word
- Accounts Payable/Receivable Experience
- Familiarity with SharePoint systems
- Ability to multi-task in a fast-paced environment
- Ability to provide great attention to detail

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.

[TO APPLY, CLICK HERE](#)

New York State is an Equal Opportunity Employer (EOE)