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**INSURANCE 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 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 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 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 Insurance Analyst will be reporting to the Insurance Manager. The primary functions of the position include:

* Review projects with Agency financing to ensure proper insurance requirements are met.
* Review seasoned projects to ensure that adequate insurance coverage is properly in place (annual renewals are completed timely)
* Follow-up with projects on delinquent submissions
* Follow-up with projects on delinquent payments to Agency held escrow accounts.
* Coordinate with the Agency’s Insurance Consultant on projects that are converting from construction financing to permanent financing
* Coordinate with internal and external parties regarding projects that have notified the Agency of insurance claims being processed.
* Attending industry trainings as necessary
* Assist with the review of Monthly Operating Reports
* Assist with Financial Reporting that the unit undertakes i.e. operating expenditures analytics and project debt service analysis
* Assist in other functions/duties of the Office of Housing Preservation.

**QUALIFICATIONS:**

* Bachelor’s Degree in Accounting, Business Administration, Economics or Finance 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.

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 opportunities for dedicated professionals.

All internal SONYMA/HFA/AHC employees(only) are directed to apply via
internalcandidates@hcr.ny.gov

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

[**TO APPLY, CLICK HERE**](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=43cf30d7-f3f9-4318-a505-c58f178c24e6&ccId=19000101_000001&jobId=434532&source=CC2&lang=en_US)

 **Applicants must include resume and cover letter**

New York State is an Equal Opportunity **Employer (EOE)**