Finance Assistant
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 destressed 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, 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.

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 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 salary for this position is $51,848.
Duties
Under the direction of the Principal Accountant, the Finance Assistant will:

• Track and analyze trends for various program and administrative payments
• Generate, review, and analyze financial reports.
• Assist in preparing requests for Federal reimbursements
• Assist in all internal and external audits and reporting requirements for the HTFC.
• 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.

Minimum Qualifications and Desired Skills
• Experience with Excel and Word
• Accounts Payable/Receivable Experience
• Familiarity with SharePoint systems
• Ability to multi-task in a fast-paced environment

TO APPLY, CLICK HERE

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.

New York State is an Equal Opportunity Employer (EOE)