



## 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!***

### **ACCOUNTS PAYABLE 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 Professional Services (OPS)** is responsible for all administrative and support services, including Human Resources, Communications and Public Information, 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.

#### **DUTIES:**

Under the general supervision and direction from the A/P Manager, performs professional accounting analysis and duties including:

- Prepare invoice receipts (IR)/warrants for vendor payments
- Review employee optical reimbursement forms for completeness and adherence to policies
- Reconcile Agency corporate credit card account and prepare payment
- Reconcile Agency Accounts Payable disbursement account
- Verify contract and purchase orders prior to processing payments
- Process Accounts Payable journal entries
- Perform bank reconciliations and promptly follow-up on outstanding items
- Respond to inquiries from vendors, internal and external auditors, Agency staff and other State Agencies when necessary



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- Assist with year-end 1099 reporting

#### **QUALIFICATIONS:**

- 4 year college degree in Accounting
- 1-3 years Accounts Payable preferred
- Ability to communicate effectively both orally and in writing
- Ability to analyze and understand financial statements and transactions
- General understanding of mortgage and bond accounting
- Ability to prioritize and multitask
- Attention to detail and high level of accuracy
- Experience using Microsoft Office (Excel, Windows, PowerPoint, Outlook)
- Government accounting experience a plus
- SAP experience a plus

This job description is not intended to be all-inclusive and the 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@hcr.ny.gov](mailto:internalcandidates@hcr.ny.gov)

Please Include your name in the subject line  
New York State is an Equal Opportunity Employer (EOE)

#### **[TO APPLY, CLICK HERE](#)**

**Applicants must include resume and cover letter**  
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