



# 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!*

## **TREASURY ANALYST**

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York 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.

**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.

### **DUTIES:**

- Prepare monthly and quarterly SONYMA and HFA Board Swap Reports as required under the Swap Guidelines.
- Open new accounts at trustee banks as required under HFA and SONYMA bond indentures and start the process of entering the accounts in SAP.
- Represent Treasury Unit as a member of the bond finance team and coordinate all treasury activities in support of issuance, including preparation of letters of instructions to trustee banks for receipt, disbursement and investment of new bond proceeds.
- On a semi-annual basis and as applicable, confirm with each trustee, the scheduled interest and principal due to bondholders and prepare letters of instruction for movement of funds to effect payment for both HFA and SONYMA bonds



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- Update the SAP system with new issuances and bond redemptions/prepayment
- Manage the monthly requisition of bond proceeds cash flow needs.
- Assist with the preparation of the Agency's preliminary and final program budgets covering the fiscal operations of outstanding bond issues.
- Manage the Student Loan accounts.
- Enter all Certificate of Deposits Investment purchases into the Investment Trading System
- Assist in other areas as needed.

#### **QUALIFICATIONS:**

- Undergraduate Degree in Accounting, Finance or another related field.
- Entry level position
- Excellent communication skills, both written and oral, with ability to compose routine correspondence;
- Knowledge of Microsoft Office applications, e.g., Excel, Word, Access;
- Detail oriented and strong analytical abilities;
- Ability to work independently and as an integral part of a team;
- Ability to work effectively under pressure due to time constraints associated with job function.

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

#### **WHAT WE OFFER:**

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