



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!

Loan Administrator & Analyst

(New York, NY)

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 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 Multifamily Finance & Development actively engages with a range of partners including for-profit, and not for profit borrowers, municipalities, lenders, investors and other funding entities to leverage Low Income Housing Tax Credits, tax exempt bonds, single family lending programs, and a multitude of State funded programs. Multifamily Finance & Development has primary responsibility for implementing many of the initiatives under the housing plan.

DUTIES

- Coordinate approximately 20 + project fundings per month.
- Onboard new projects for requisition process set-up by conference calls with bank and borrower to explain requisition process.
- Analysis and review of all necessary documents which are needed for a monthly project funding (Requisitions, Loan Advance, G702, and Lien Waivers, Invoices etc.).
- Resolve and mediate any discrepancies in the initial review process for requisitions between project, bank, and/or HFA.
- Coordinate external and internal review process for approvals.
- Coordinate with bank on ordering title.



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- Review title and make recommendation to resolve title issues and/or consults with Legal for steps to take to resolve.
- Prepares Project Due Diligence Letters and Project Checklists for approval of AVP of Conversions.
- As directed by the AVP of Conversions, prepares advance requisitions and final requisitions for conversions for execution and coordinates with project, bank, and treasury for title.
- Data maintenance of monthly reporting on capital needs
- Entry of requisitions and other financial information into internal reporting and accounting systems
- Experience in construction loan servicing preferred but not required.
- Onboarding intake of project loans for conversion and producing substantive report for review.

QUALIFICATIONS

- Knowledge of basic accounting and/or other quantitative analysis
- Familiarity with construction financing and disbursement requirements
- Experience with mortgage documents and practices, as well as title policies and procedures
- Working knowledge of Excel, Word, and Microsoft Office Outlook
- Good oral and written communication skills and client management skill
- Must be team player

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:

- 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.](#)

Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer
(EOE)