



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!

DEBT ISSUANCE 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 Debt Issuance Group in the Office of Finance & Development oversees HCR's housing bond issues. As a leading housing bond issuer, HCR has issued over \$22 billion in bonds, supporting various housing initiatives. Working with various partners, it leverages tax credits and state programs to annually finance over 5,000 affordable units totaling approximately \$1.8 billion under the New York State Housing Finance Agency and over 1,600 single-family loans totaling approximately \$480 million under the State of New York Mortgage Agency. HCR also provides capital markets access to various State municipalities through the Municipal Bond Bank Agency, with over \$80 billion in bonds issued. In addition, HCR conducts the remaining operations of the Tobacco Settlement Financing Corporation, which receives annual settlement revenue.

RESPONSIBILITIES:

The Debt Issuance Analyst incumbent will progress from assisting to handling the below duties and responsibilities over a 3 month period. This transition is to ensure core competencies develop to accurately manage the functions of the Debt Issuance Department.

After the transitional period, the Debt Issuance Analyst will support all the bond finance and compliance monitoring activities of the department. The position also entails the review of bond documents, including series resolutions and certificates, preliminary official statements, final official statements,



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purchase contracts, mortgage documents, credit enhancement documents, and various closing documents, including tax documents, in conjunction with senior level personnel. The Debt Issuance Analyst will support the Director of Capital Markets, Vice President, the Assistant Vice President, and the Associate in the preparation of project cash flows and preparation of mortgagor payment schedules. The Debt Issuance Analyst will also prepare background information needed for pricing and related approvals of the Agencies' bonds and provide research and information on market conditions for the other staff of the Agencies on an as needed basis.

In addition, the Debt Issuance Analyst will participate in the structuring of various bond issues including negotiating with the senior manager on various aspects of the transaction such as interest rates. Finally, at the direction of the Vice Presidents, the incumbent will prepare certain memoranda and reports relating to the issuance of the Agency's debt.

QUALIFICATIONS:

- ◆ BA in Public Finance, Economics, Mathematics, Statistics or Business Administration;
- ◆ 1 year experience in Public Finance, Bond Cash Flow generation and analysis, Credit Analysis or Finance Analysis;
- ◆ Excellent quantitative, computer and writing skills;
- ◆ General understanding of bond documents;
- ◆ Excellent analytical skills;
- ◆ Organizational skills;
- ◆ Demonstrated work ethic; and
- ◆ Ability to work under pressure.

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.

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

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)**