



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!

PORTFOLIO ASSOCIATE

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 Housing Preservation manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York City for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. We also monitor 130,000 low-income housing units financed with federal and state resources, and provide grant funding to help homeowners and tenants save energy.

Statewide Asset Management Unit is responsible for the asset management and compliance monitoring of the Agency's existing housing loan portfolio. This portfolio has been financed under various loan and subsidy programs including the Secured Loan Rental Program, the Low-income Housing Tax Credit Program and the Mobile Home Cooperative Program.

Duties & Responsibilities

- Interact on a daily basis with borrowers, property managers and Agency staff regarding the operation and management of multifamily projects may assist asset managers with annual property inspections and tenant file reviews as required by the mortgage loan documents.
- Collection and evaluation of annual and monthly compliance reports.
- Assume a portfolio of multifamily projects and perform period site inspections and management evaluations as required by loan documents and Agency policy.



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- Assist in the implementation and enforcement of the Agency's regulatory requirements regarding financial reporting, lease reviews and the low-income unit set aside requirements.
- Coordinate property data and perform research regarding historical and current financial trends, operating expenses, and market data. Assist in producing department reports and statistical data.
- Review and perform research on housing bond issues and mortgage documents. Collect, review and organize mortgage closing files for the department.
- The Portfolio Associate position requires a close working relationship with the asset managers, technical, development and legal staff of the Agency. Excellent computer and communication (oral and written) skills are essential. Overnight travel will be necessary.

Minimum Qualifications

- Bachelor's Degree in real estate, accounting, business administration, or public administration preferred.
- 1 to 2 years' experience in property management, asset management or property appraisals; multi-family loan administration or affordable housing administration experience preferable, but not mandatory.
- Working knowledge of governmental housing programs (Section 8, LIHTC, Section 236, FHA Insurance) and mortgage financing preferable, but not mandatory.
- A general understanding of Accounting Principles and Analysis.
- Excellent PC, software and communication skills are essential. Occasional overnight travel and valid NYS driver's license are required.

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; and
- Promotional opportunities for dedicated professionals.



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All internal SHA employees (only) are directed to apply via
internalcandidates@hcr.ny.gov

Please Include your name in the subject line

Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer
(EOE)