



# Homes and Community Renewal

***Build a career while building a better community. Rewarding careers in Public Service start here!***

## **Finance Specialist**

Albany, NY

### **Possible Hybrid Workplace Opportunity**

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.

*A Civil Service exam is not required for this position. Candidates must meet the minimum qualifications outlined below to be considered.*

This position is on the **Housing Trust Fund Corporation (HTFC)** payroll. HTFC was established as a subsidiary public benefit corporation of the New York State Housing Finance Agency. HTFC's mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities.

#### **Job Duties:**

- Daily bank reporting. Review, track, and update various internal systems for the daily banking activity for multiple accounts.
- Prepare and process various programmatic payment requests. Upload, track, and monitor all requests. Update various internal systems and programs for completed payments.
- Create void or stop payment files as directed. Upload, track, and monitor all requests. Update various internal systems and programs for completed voids/stops.
- Monitor the Finance Unit inbox for incoming invoices. Upload invoices for payment approvals. Track and monitor all invoices to ensure prompt payment.
- Process employee expense reimbursements as directed by Agency Travel Coordinator. Maintain all employee payment data on file to ensure prompt and proper payment.
- Process daily mail received. Log all checks received and route to appropriate staff for deposit directive. Ensure all checks are kept securely. Distribute all other mail received promptly.
- Prepare yearly 1099 reporting. Ensure forms are filed accurately and timely each year to the Internal Revenue Service.
- Prepare fiscal year end Prompt Payment and Procurement reporting. Ensure reports are compiled accurately and timely.
- Work closely with HTFC programmatic staff, New York State Treasury, and various banks to ensure proper payments.
- Assist with monthly bank reconciliations for DHCR accounts.
- Work as a team to ensure that all aspects of Finance's accounting needs are met. This includes providing adequate back up for other staff.
- Communicate and address all questions or concerns timely.
- Other duties as assigned.



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### **Minimum Qualifications:**

- Bachelor's degree and two years of relevant experience\*
- Experience with Microsoft Word, Excel, and SharePoint
- Accounts Payable/Receivable Experience
- Ability to multi-task in fast-paced environment
- Ability to provide great attention to detail

\*Substitutions: four years of specialized experience or Associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

### **What we offer at NYSHCR:**

- Extensive benefits package including paid leave, including excellent health, dental, vision and [retirement benefits with the New York State & Local Employees' Retirement System](#).
- Promotional opportunity for dedicated professionals
- Work life balance benefits including a 37.5 hour work week and paid time off benefits including, vacation, sick, personal days, and Federal Holidays
- Opportunity for compressed scheduling
- 12 weeks of Paid Parental Leave
- Paid Family Leave

### **About New York State Homes and Community Renewal:**

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, construction, 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.

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

New York State is an Equal Opportunity Employer (EOE)