



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!

Fiscal Compliance Manager

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.

NYS Homes and Community Renewal (HCR) is committed to fostering a culture of diversity, equity, inclusion, and accessibility. Our work would not be possible without the diverse backgrounds, experiences, ideas, and abilities of our employees. HCR is committed to developing a workforce which represents the diverse population of New York State. HCR embraces a diverse and inclusive work environment by encouraging all individuals, including those with disabilities, to apply to open positions at the agency.

The Office of Housing Preservation manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We provide federal and state rental assistance to assist more than 45,000 families across the state. We also monitor over 260,000 low income housing units financed with federal and state resources, and provide grant funding to help homeowners and tenants save energy.

The Weatherization Assistance Program (WAP) is Federally funded through the Department of Energy and Low-Income Home Energy Assistance Program funds. NYS received over \$60M a year to weatherize over 6,000 units a year across NYS. The Weatherization Fiscal Compliance Unit is charged with the following initiatives to support the WAP and other Weatherization Services under the Office of Housing Preservation, in the Sustainability Unit of New York State Homes and Community Renewal:

1. Provide a proper accounting for all WAP contracts.
2. Provide assurance that WAP funds are expended appropriately.
3. Increase fiscal compliance in the WAP.
4. Provide expertise in all fiscal matters; and,
5. Prevent misappropriation of WAP funds.

Job Summary:

Fiscal Compliance Staff are under the direct supervision of the AVP of Weatherization Services. Fiscal Staff consists of fiscal field representatives (senior accountants). Staff are assigned to HCR offices in Buffalo, Syracuse, Albany, and New York. Additionally, overall Weatherization budgeting and accounting



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may also be under direct supervision of this role. The Fiscal Compliance Manager is the key staff person charged with ensuring Federal compliance for the Weatherization team which includes DHCR and HTFC staff, as well as oversight and monitoring of the Subgrantee network across the State.

Duties include but are not limited to:

- A. Maintain and ensure Agency compliance with Federal and State Guidelines
 - 1. Establish and maintain policies relative to external monitoring activity and direct the unit's technical and administrative functions.
 - 2. Maintain and execute the annual Federal and State Weatherization monitoring plan consistent with statutory requirements, priorities of HCR and the mission of the unit.
 - 3. Provide direction to the Senior staff including but not limited to AVP of Weatherization Services, VP of Sustainability, and the SVP of the Office of Housing Preservation in matters from monitoring visits, budget planning, and accounting.
 - 4. Develop functional procedures and reporting guidelines, including reconciliation procedures between transactions, including Subgrantee to Agency and Agency to Federal partners.
 - 5. Assist in budget and report preparation by compiling necessary data.
- B. Oversee the day-to-day operation of the Fiscal Compliance unit that may include:
 - 1. Supervise at least 9 accountant staff across three regions of NY.
 - 2. Analyze, review, and approve accounting transactions.
 - 3. Plan, oversee, and conduct the fiscal accounting and/or auditing of program operations, subgrantees and others governed by State laws and regulations.
 - 4. Prepare written reports identifying and describing any improper practices with recommendations for improvement based on findings.
 - 5. Advise on the preparation of agency budgets, spending plans, and grant applications for federal, State, and other funding streams.
 - 6. Adjust spending plans to available resources, enforcing funding cutbacks, when necessary, and identifying and making recommendations for sources of additional funds.
 - 7. Evaluate existing accounting methods and procedures and develops or recommends modifications.
 - 8. Conduct reviews, testing, and desk audits of risk management mechanisms within unit.
 - 9. Coordinate with Weatherization Contracting unit on budgeting and budget analysis.
- C. Maintain and manage risk management plan for the Weatherization Services, which includes but is not limited to:
 - 1. Assist in the development and design of testing for future risk management activities.
 - 2. Recommend revisions and assists in the evaluation of accounting or auditing methods and procedures.
 - 3. Update or assist in updating systems and procedures.



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4. Design or assist in the design of special accounting schedules, forms, and reports and recommends changes as needed.
5. Communicate verbally and in writing to explain program status, accounting system and procedures followed, and the implications of legislation on assigned accounting program.

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

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](#)

Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer
(EOE)