



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!

Associate Auditor

New York, 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 Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Legal Affairs, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

Job Summary:

Under supervision of VP Internal Audit or his/her designee, audit and evaluate the safeguarding of assets, accuracy and reliability of accounting data, compliance with Agency policies, procedures, and regulatory requirements to protect the Agency from loss through error, fraud, or gross inefficiencies. The incumbent will recommend improvements in internal control and operating procedures. perform special examinations at the request of management and prepare reports of such audits, reviews and risk assessments.

Responsibilities:

The responsibilities of the position include, but are not limited to, the following:

- Analyze systems of internal control of Agencies programs and operations to ensure that assets are safeguarded, policies and procedures are adhered to and for compliance with governmental laws and regulations.



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- Assist in planning of individual audits, monitor budgets, determine scope of audit tests, and discuss the audit status with the Audit Officer.
- Analyze Agency operations for compliance with generally accepted accounting principles, prudent business practices and regulatory compliance.
- Prepare audit programs; including the flowcharting of the audit function, identify strengths and weaknesses, bridging the workpapers and final completion of the program. Prepare audit workpapers documenting evaluation of controls, audit tests, results, and conclusions.
- Perform IT test procedures. Conduct reviews of data center, analyze security controls, review separation of duties, review disaster recovery plan and ensure that Agency data is protected from external parties.
- Conduct preliminary take-up meetings with management and prepare a draft of the audit reports.

Who you are:

- A baccalaureate or associate degree from accredited college or university in accounting, finance, legal or another relevant field.
- Prior experience as an auditor, controller or compliance officer.
- Proficient in Word, Excel, Power Point and Visio.
- Understanding of generally accepted auditing principles and practices.

Preferred Skills:

- Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE).
- Experience in public sector or complex organizations.
- Excellent writing and communication skills.
- Good analytical and organizational skills.
- Ability to work under pressure and time limits.

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
- Opportunity for compressed/flextime scheduling
- As a New York State employee, you may qualify to participate in the [Federal Public Service Loan Forgiveness Program](#) (PSLF). The PSLF Program forgives the remaining balance on your Direct



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Loans after you have made 120 qualifying monthly payments under an [accepted repayment plan](#) and while working full-time for an [eligible](#) employer.

Additional SONYMA/HFA/AHC Benefits:

- Cash in for Wellness! This program provides you with the option of buying or renewing a health club membership of your choice or enrolling in a weight loss and or smoking cessation program, using your sick leave accruals.
- Tuition reimbursement program – for job related and non-job related courses
- Vacation Leave Buy-Back program – Subject to approval, every year eligible employees may exchange previously earned and accrued vacation time in return for cash compensation (at employee's daily rate of pay at time of exchange)
- Access to Plum Benefits – savings on movie tickets, theme parks, hotels, tours, Broadway shows and more!
- Optical reimbursement program – Employees are eligible for optical, hearing aid, and podiatric expenses not otherwise covered by insurance, with a maximum aggregate amount of \$650 per year, per family. Unused yearly balances may be carried over to the next year for a maximum of \$1300

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.

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)