



# 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!*

## **DIRECTOR of LOAN SERVICING**

**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 Multifamily Finance & Development** actively engages with a range of partners including for-profit, and not for profit borrowers, municipalities, lenders, investors, and other funding entities to leverage tax credits, tax exempt bonds, and a multitude of State funded programs. Finance & Development has primary responsibility for implementing many of the initiatives under the Governor's Housing Plan, an unprecedented \$25 billion investment over five years.

**The Loan Servicing Team** is responsible for overseeing the loan servicing functions of all Housing Finance Agency's bond-financed and subsidy-only transactions.

**Duties:** The Director of Loan Servicing duties may include but are not limited to the following:

- Processing of monthly requisitions for Agency's various awarded funds. This involves coordination among internal (Treasury, Accounting and Construction) and external parties (credit enhancer/servicer and borrower).
- The candidate must ensure adherence to various Agency guidelines as well as be responsible for compliance and record keeping.
- Managing team of four Loan Servicers to process monthly requisitions.
- Assist with permanent mortgage loan closings and bond redemptions. This involves communicating with Project sponsors regarding the Agency's requirements and timing. Receipt and distribution of various due diligence documentation.
- Direct monthly subsidy amount requests from Department of Budget



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- Organize information for internal and external audits related to loan servicing functions
- Oversee reporting and movement of dollars of specific programs included by not limited to Federal Housing Trust Fund, Clean Energy Initiative and Home Energy Assistance Program funds
- Coordinate with various internal departments for their final sign-offs prior to closing.
- Trouble shooting and problem solving as the need arises.

#### **Qualifications:**

- Minimum of a Bachelor's degree preferred;
- Knowledge and/or experience in real estate and/or affordable housing.
- Knowledge of basic accounting and/or other quantitative analysis
- Paralegal Experience with resolution of title and legal issues
- Familiarity with construction financing and disbursement requirements
- Working knowledge of Excel, Word, and Microsoft Office Outlook
- Good oral and written communication skills and project management skills
- Must be team player.
- Demonstrated capacity for collaboration, performing multiple tasks, analyzing complex processes, and using independent judgment.
- Strong self-initiative for accomplishing production goals and securing necessary approvals.

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



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### ***Job Opportunities at New York State Homes and Community Renewal***

- 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](mailto: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)