



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!

Senior Investment Officer

New York, NY

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.

Responsibilities:

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

- Periodically review and make recommendations of investment options that are favorable to the Agency and are authorized under the Agency Investment Guidelines.
- Assist with supervision of the Investment Officer and coordination of investment trades and broker-dealer reports.
- Prepare every two years a review of onboarding or removal of broker/dealers.
- Prepare the quarterly Dealer Rotation Logs.
- Solicit offers/bids from approved dealers/brokers on a rotational basis with respect to investment of funds received from mortgage repayments, rollovers of maturing investments, government subsidies and proceeds of new bond issues.
- Award winning bid or offer. Record all purchases or sales of investments in the Investment System including investments originating from Custodians such as the Department of Taxation & Finance.
- Produce trustee trade authorization letters, investment logs, investment maturity reports and



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investment dealer logs generated from the Investment System.

- Supervise the maintenance of the daily trade file containing relevant documentation of all investment transactions.
- Produce monthly Investment Reports for all programs.
- Periodically mark to market on all security holdings in SAP.
- Prepare the quarterly and annual Investment Reports for the Board of Directors.
- Periodically review collateralization levels on outstanding Guaranteed Investment Contracts and Time Deposits.
- Review and update Letter of Credit holdings report and timely alert responsible parties on upcoming expirations.
- Assist in other areas as needed.

Who you are:

- Minimum of a Bachelor's degree with concentration in Finance or related discipline.
- Minimum of 8 years' work experience in Public Finance and/or investment trading.
- Demonstrated capacity for collaboration, performing multiple tasks, analyzing complex processes and using independent judgement to resolve investment issues.
- Detail oriented and strong analytical abilities.
- Ability to work independently and under pressure due to time constraints associated with the job functions.
- Quantitative skills including expertise in Excel and knowledge of SAP.
- Excellent oral and written communication skills.

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



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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