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 ASSET MANAGER
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 Asset Management Unit is responsible for the asset management and compliance monitoring of the Agency's existing affordable housing portfolio. This portfolio has been financed under various loan and subsidy programs including **HTF, TKEY, HOME, LIHC and SLIHC.**

Duties and Responsibilities:

- Conduct on-site LIHTC/HOME/Housing Trust Fund/Turnkey/SLIHC/HUD 236/Mitchell Lama/HCR financed/supervised property compliance audits/physical inspections for assigned portfolio of troubled assets and refinance projects
- Interact frequently with Owners and property managers regarding the operation and management of the property; perform periodic site inspections and management evaluations as required by the project's regulatory agreements and Agency policy Job Opportunities at New York State Homes and Community Renewal
- Implement and enforce the Agency's regulatory requirements regarding financial reporting, property use restrictions, lease analysis and the low-income unit set aside requirements;
- Develop recommendations to enhance the long term financial and physical health of projects assigned to the Asset Manager

- Review financial and operating reports submitted by project owners; upon request, submit periodic Physical and Financial Status reports. Review project operations and record keeping for compliance with applicable laws and regulations
- Prepare field reports, correspondence, and corresponding follow-up to site visits in a timely manner
- Maintain Prolink/SHARS/Samis: set up compliance requirements for new projects, establish applicable income limits and rent maximums in system on an annual basis, import Annual and Monthly reports onto the systems
- Supervise, train, and mentor a team of asset managers.
- Pre8609 Reviews: investigate and determine compliance requirements for projects about to be issued 8609s, evaluate annual tenant events in Prolink or any other software used by HCR to ensure that projects are fulfilling all compliance responsibilities as of the issuance date and are performing due diligence in fulfilling federal, state, and local requirements.
- Prepare project-specific income limit and rent charts for assigned portfolio when HUD publishes new MTSP and HERA charts.
- Prepare, evaluate, and import financial data into project's annual risk analysis for assigned portfolio.
- Work with project owners and managers to prepare materials, recommend solutions, action plans, or strategies that will ensure compliance and improve project performance.
- Instructs managing general partners, managing agents and site staff on proper management practices for improving overall operations and compliance with applicable program requirements
- Perform on-going project maintenance activities including review of rent increases, reserve withdrawals, tax and insurance escrows, leases and repair requests.
- Project coordinator liaison between Marketing and FEHO.
- Assist in other functions/duties of the Statewide Asset Management Unit

Qualifications:

- Requires minimum of 3-5 years' experience in property management of affordable housing or closely related field, which may include real estate finance and/or accounting or business administration.
- Bachelor's degree in real estate finance, accounting, or business administration, preferred.
- Excellent analytical, organizational, problem-solving, computer & communication (oral & written) skills are essential.
- Certification and/or proficiency with HUD 4350 Requirements and Low-Income Housing Tax Credit Program Compliance, preferred.
- Proficiency in Microsoft Office (Word, Excel, and PowerPocertint) are essential.
- Occasional overnight travel and a valid NYS driver's license are required.
- Physical capacity to perform unrestricted travel and conduct building, unit inspections and on-site regulatory compliance audits.

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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.

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.

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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)**