



## 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!***

### **ASSISTANT ACCOUNTANT**

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo 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, architecture, 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.

**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 the general supervision and direction from the Comptroller, performs professional accounting analysis and duties including:

- Preparation and review of program financial statements
- Preparation of program related reports and project analysis
- Posting accounting transactions to the General Ledger
- Verification of bank transactions to source documents
- Perform bank reconciliations and promptly follow-up on outstanding items
- Review transaction postings to the General Ledger from feeder systems (investment, mortgage billing, among others)



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- Review / establish monthly mortgage billings to projects
- Respond to inquiries from projects, internal and external auditors, Agency staff and other State Agencies when necessary
- Prepare program delinquency reports and analysis
- Prepare requisition of funds based on audit of expenses or certification of draw down
- Disbursement and monitoring of grant funds

#### **QUALIFICATIONS:**

- 4 year college degree in Accounting preferred
- 1-3 years Accounting experience preferred
- Ability to communicate effectively both orally and in writing
- Ability to analyze and understand financial statements and transactions
- General understanding of mortgage and bond accounting
- Ability to prioritize and multitask
- Attention to detail and high level of accuracy
- Experience using Microsoft Office (Excel, Windows, PowerPoint, Outlook)
- Government accounting experience a plus
- SAP experience a plus
- CPA a plus

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

#### **What we offer:**

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter to:** [JobOpportunities@nyshcr.org](mailto:JobOpportunities@nyshcr.org)

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