



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!

ADMINISTRATIVE ANALYST

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 James S. Rubin, **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 State of New York Mortgage Agency (SONYMA) is one of several HCR agencies. SONYMA's programs provide mortgage financing to assist low- to moderate-income, first-time homebuyers in the purchase of a one-to-four unit residences that are required to meet eligibility criteria established by the Agency and by applicable Federal law. This position will report to the Single Family Programs unit of SONYMA. The Single Family unit reports to HCR's Office of Finance & Development described below.

The Office of Finance & Development manages **HCR's** multifamily and single family housing programs and bond offerings. HCR has been the most active housing bond issuer in the country over the past four years, issuing over \$5.6 billion in tax exempt and taxable housing bonds to fund initiatives ranging in scope from mixed income rental developments to single family mortgages. 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 the State's Low Income Housing Tax Credits, tax exempt bonds, single family lending programs, and State funded programs. Our resources have helped finance over 22,000 affordable apartments and over 6,250 affordable homes in the past four years. Finance & Development is also responsible for implementing many of the initiatives under the Governor's new House NY Program, an unprecedented \$1 billion investment over the next five years.



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Essential Duties / Responsibilities:

- The billing, receipt and processing of lock-in fees from participating lenders for handling by the Accounting department. Interface with Treasury Department to ensure the collection (netting) of fees due the agency as it relates to program guidelines.
- The processing, reconciliation of and remittance of fees to pool insurer(s) relative to monthly and annual pool premium billings. Interface with pool insurance companies on discrepancies or inquiries relative to insurance coverage of loan(s).
- The billing, receipt and processing of quarterly servicing fees due to the agency and the reconciliation thereof with the master servicer and the accounting department.
- Reconciliation of all functions and record and file maintenance to ensure accuracy. Filing and Maintenance of all Monthly, Quarterly and Annual Billings and Reports.
- Retrieval and distribution of paid in full loans on a monthly basis for processing by the Servicing Department. Receipt and handling Down Payment Assistance Loan (DPAL) and Closing Costs Assistance Loan (CCAL) Recapture Funds for submission to Accounting Department for processing.
- Perform special projects as requested by immediate supervisor relative to program modification as it regards to but not limited to system record update of Purchase Price and/or Income Limits and proofing thereof to ensure accuracy of data entered.
- Communicate with immediate supervisor relative to problems and/or issues encountered daily.

Requirements/Qualifications:

- Four years of college preferred or two years of work related experience.
- Good communication skills (verbal and written).
- Good mathematical and analytical skills.
- Proficient at MS Word, and Excel Programs.
- Mortgage collateral documents background preferred.



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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

New York State is an Equal Opportunity Employer (EOE)