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 ASSOCIATE
(Buffalo)

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 Office of Housing Preservation manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York City for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. We also monitor 130,000 low income housing units financed with federal and state resources, and provide grant funding to help homeowners and tenants save energy.

The Housing Portfolio Management Unit is responsible for the asset management and compliance monitoring of the Agency's existing housing loan portfolio. This portfolio has been financed under various loan and subsidy programs including the Secured Loan Rental Program, the Section 8 Mod Program (Allenhurst Apts.) and the Mobile Home Cooperative Program.

RESPONSIBILITIES

The Administrative Associate will report to the Senior Asset Manager and be assigned to the HFA Buffalo office. After an initial training program, the Associate will be responsible for a wide range of support and administrative functions including the following responsibilities:

- Review and approve tenant income certifications and lease information submitted by applicants and residents of Allenhurst Apartments. Assist with primary functions of the HUD - PHA Administrative Plan for Allenhurst Apts. Interact with borrower's representatives for Housing Tax Credit program regarding income eligibility and file accuracy. Interact on a daily basis with borrowers, property managers and Agency staff regarding the operation and management of

multifamily projects; may assist asset managers with annual property inspections and tenant file reviews as required by the mortgage loan documents.

- Assist in the collection and organization of income and expense reports and other data required by the Agency's mortgage documents. Assist in the implementation and enforcement of the Agency's regulatory requirements regarding financial reporting, lease reviews and the low income unit set aside requirements.
- Coordinate property data and perform research regarding historical and current financial trends, operating expenses, and market data. Assist in producing department reports and statistical data.
- Review and perform research on housing bond issues and mortgage documents. Collect, review and organize mortgage closing files for the department.
- The Administrative Associate position requires a close working relationship with the Allenhurst applicants, residents, asset managers, technical, development and legal staff of the Agency. Excellent computer and communication (oral and written) skills are essential. Occasional overnight travel may be necessary.
- The Administrative Associate position may lead to an Asset Manager position subject to superior performance reviews, demonstrated initiative and any additional required professional training.

QUALIFICATIONS:

- Bachelor's Degree preferred but not mandatory;
- Experience in property management, bookkeeping, asset management or property appraisals; multi-family loan administration or affordable housing administration experience preferable, but not mandatory;
- Working knowledge of governmental housing programs (Section 8, Section 236, FHA Insurance) and mortgage financing preferable, but not mandatory;
- Excellent PC, software and Interpersonal communication skills are essential. Occasional travel and valid NYS driver's license are required.

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

New York State is an Equal Opportunity Employer (EOE)