



# 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/ASSOCIATE 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 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 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**

- Review program financial statements
- Prepare program related reports and project analysis
- Verify bank transactions to source documents
- Review bank reconciliations and promptly follow-up on outstanding items
- Review transaction postings to the General Ledger from feeder systems (investment, mortgage billing, etc.)
- Review / establish monthly mortgage billing to projects
- Manage internal, external, and state audit process
- Develop Agency-wide financial statement reporting model
- Assist in preparation of comprehensive accounting policy and procedures manual
- Manage other accountants in the group



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#### **Qualifications:**

- Bachelor's degree in accounting
- Strong understanding of Generally Accepted Accounting Principles
- CPA required, Big 4 experience preferred
- Approximately 4-6 years of related progressive experience (gov't or non-profit a plus).
- Demonstrated ability to manage accounting functions and supervise personnel
- Understanding of financial securities and investments, including mortgages and municipal bond financing
- Successful candidate must demonstrate ability to pay attention to detail, multi-task, prioritize, have strong oral and written communication skills and be able to work independently
- Strong computer skills required (Microsoft Office)
- Experience using tier 1 ERP a plus

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:**

- 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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