



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!

Accounting Clerk (temp)

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 Visnaukas, **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.

Duties:

- Process vouchers for payment. Steps include but not limited to the following:
 - Maintaining a log of invoices
 - Maintain prompt payment listing of bills
 - Check mathematical accuracy of invoices
 - Ensure that all invoices are approved by originating unit
 - Compare invoices to approve contracts or purchase order
 - Guard against duplicate payments
 - Ensure validity of expenses
- Input information related to payments into Agency's accounting system, email and fax accounting documents as directed by supervisor
- Prepare warrants based on approved vouchers
- Serve as back up on travel voucher processing
- Assist in compiling data for the issuance of the Annual Prompt Payment Report
- Assist supervisors or other members of the Accounting Department in any appropriate manner in the day-to-day operations of the Department



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QUALIFICATIONS:

- Bachelor's degree in Accounting
- Ability to work under pressure
- Good verbal and written skills
- Strong computer skills including Excel.
- Ability to prioritize & multi task
- Reliable, detail oriented, flexible, team player
- Willingness to learn new technology

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

TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)