



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!

ASSOCIATE AUDITOR **(New York City)**

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 Visnuskas, **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 supervision, audits and evaluates the safeguarding of assets, accuracy and reliability of accounting data, compliance with agency policies, procedures and regulatory requirements to protect the agency from loss through error, fraud or gross inefficiencies.

Recommends improvements in internal accounting control and operating procedures. Performs special examinations at the request of management or the Audit Committee and prepares reports of such audits and reviews.

PRINCIPAL RESPONSIBILITIES:

- Conducts or assists in reviews of internal controls to evaluate the safeguard of assets, test accuracy and reliability of accounting data, check adherence to agency policies, procedures



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and government regulations.

- Prepares or assists in the development of audit programs. This would involve the flowcharting of the audit function, identifying strengths and weaknesses, bridging the work paper and lastly development of the audit program.
- Prepare audit work papers documenting evaluation of controls, audit tests, results and conclusions.
- Performs or assists in applying computer auditing procedures and conducting reviews of data centers.
- Consults with management to facilitate the implementation of approved audit recommendation.
- Assist the agency's independent auditors and advises authorities in the conducting of their examinations.

SKILLS:

- Bachelor of Science Degree in Accounting or other related business field.
- Understanding of accounting principles and practices.
- Good analytical and communication skills.
- Understanding of PC and spreadsheet application.

This job description is not intended to be all inclusive, and employee will also perform other reasonably 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)