



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!

PAYROLL ADMINISTRATOR/ASSISTANT DISBURSEMENT MANAGER

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 Visnauskas, **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, and vision coverage, 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, 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 Duties:

- Prepare, reconcile and fund the bi-weekly payrolls for the individual payroll agencies
- Prepare and reconcile all W2s, 1099 and other year-end reporting requirements ensuring all information is accurate and prepared timely
- Process and payment of Agency expenses relating to HFA, SONYMA, AHC, MBBA and TSFC
- Review vouchers prepared by staff for bill payment
- Work with IT on necessary developments to and maintenance of the payroll, disbursement and travel systems
- Provide support in administrative budget development and review of Budget monthly expense reports
- Confirm that applicable contracts are in place and are current prior to the approval of payments
- Assist and serve as back up for the travel voucher system
- Preparation of prompt payment, procurement and financing reports for the board and legislators
- Preparation of budget compliance reports and the tracking of the Agencies administrative budget compared to actual expenses



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- Periodic selection of sample vouchers for review and to ensure quality control
- Support all internal and external audits relating to A/P or Payroll
- Assist with design and implementation of SAP ERP A/P, Payroll, Travel and Tax Insurance functionality
- Manage the bookkeeping, tracking and processing of tax and insurance payments
- Prepare financial statement year-end notes relating to payroll such as pension, health insurance and other benefits
- Perform special projects and other duties as required

Qualifications

- Accounting degree required
- Accounts Payable experience (5+ yrs. related experience in A/P preferred)
- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- Demonstrated ability to manage accounting functions and supervise personnel
- Successful candidate must demonstrate ability to pay attention to detail, multi-task, prioritize, have strong oral, written, communication, analytical, computer, and management skills
- Experience with ADP payroll system
- FPC or CPP certification (required)
- Experience with SAP 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:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

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

New York State is an Equal Opportunity Employer (EOE)