



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!

Bond Finance Analyst

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.

In anticipation of passage of Governor Cuomo's historic \$10 billion proposal to create 100,000 affordable housing units across the state over 5 years, HCR is currently seeking to fill a wide variety of positions. Please see our website www.nyshcr.org for more information.

The Office of Finance & Development manages **HCR's** multifamily and single family housing programs and bond offerings. HCR has been the most active housing bond issuer in the country in 4 of the last five years, issuing nearly \$9.5 billion in tax exempt and taxable housing bonds to fund initiatives ranging in scope from mixed income rental developments to single family mortgages. Finance & Development actively engages with a range of partners including for-profit, and not for profit borrowers, municipalities, lenders, investors and other funding entities to leverage Low Income Housing Tax Credits, tax exempt bonds, single family lending programs, and a multitude of State funded programs. Our resources have helped finance over 42,000 affordable apartments and affordable homes since 2011. Finance & Development has primary responsibility for implementing many of the initiatives under the Governor's new House NY 2020 plan, an unprecedented \$20 billion investment over the next five years.

RESPONSIBILITIES:

The Bond Finance Analyst will support all the bond finance and compliance monitoring activities of the Bond Finance Department. The position also entails the review of bond documents, including series resolutions and certificates, preliminary official statements, final official statements, purchase contracts, mortgage documents, credit enhancement documents, and various closing documents, including tax



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documents, all with the supervision from senior level personnel. The Bond Finance Analyst will assist the Unit's Vice Presidents and Assistant Vice President in the preparation of project cash flows and preparation of mortgagor payment schedules. The Bond Finance Department will also prepare background information needed for pricing and related approvals of the Agencies' bonds and provide research and information on market conditions for the other staff of the Agencies on an as needed basis.

In addition, The Bond Finance Analyst will participate, with senior level personnel, in the structuring of various bond issues including negotiating with the senior manager on various aspects of the transaction including; interest rates and underwriter's compensation. Finally, at the direction of the Vice Presidents, the incumbent will prepare certain memoranda and reports relating to the issuance of the Agency's debt.

QUALIFICATIONS:

- BA in Public Finance, Economics, Mathematics, Statistics or Business Administration;
- 2 years' experience in Public Finance, Bond Cash Flow generation and analysis, Credit Analysis or Finance Analysis;
- Excellent quantitative, computer and writing skills;
- Ability to conduct and control meetings;
- Ability to negotiate in a high stress environment;
- Excellent analytical skills;
- Organizational skills;
- Ability to work long hours; and
- Ability to work under pressure.

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: HousingPlanJobs@nyshcr.org
Please include the name of the position that you are applying for in the subject line.**

New York State is an Equal Opportunity Employer (EOE)