



## *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!*

### **Budget and Financial Analyst (or Trainee)**

Position in: Albany, NY

**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, vision, retirement and family-friendly policies.

#### HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations in order to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

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.

**Position Summary:** Under the supervision of the Finance Manager, the budget and financial analyst will assist in the development and maintenance of the Housing Trust Fund Corporation Annual operating budget. The Budget and Financial Analyst will assist the Corporation's Treasurer in preparing the annual budget, analyzing and monitoring expenditures throughout the year, preparing budget reports, discussing budget needs with the various HTFC units, and preparing requests for administrative reimbursement from Federal programs. Under the direction of the Finance Manager, the Budget and Financial Analyst will work closely with the Office of Financial



# Homes and Community Renewal

## ***Job Opportunities at New York State Homes and Community Renewal***

Administration accountants and the HTFC administrative and budget units to develop the annual administrative budget and help track expenditures against the budget. The starting salary for the Budget and Financial Analyst is \$56,745, or as a Trainee at \$45,455 for one year before reaching the Budget and Financial Analyst status.

**Duties:** Under the direction of the HTFC Finance Manager, the Budget and Financial Analyst will:

- Assist in preparing the HTFC Administrative Budget.
- Routinely monitor expenditures against the budget.
- Prepare quarterly budget analyses.
- Conduct routine forecasting.
- Provide budget and expenditure information to management as requested.
- Work with HTFC accountants and HTFC units to facilitate dialogue on budget needs and cost savings measures.
- Prepare reports and required documents for various entities including, but not limited to the HTFC Board, Agency Executives, Authorities Budget Office, and other State and Federal Control agencies.
- Prepare requests for reimbursement from federal program areas.
- Assist with development of budget systems and maintenance to ensure adequate tracking of expenditures.

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

### **Minimum Qualifications and Desired Skills:**

- Bachelor's Degree in finance, accounting, business administration, or related field preferred. Five years related work experience may substitute for a degree.
- Advanced Excel and Word;
- Budget Development and Reporting;
- Government and Fund Based Budgeting;
- Accounting background.

### **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: [HTFCJobs@nyshcr.org](mailto:HTFCJobs@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)