



Cash Management Administrator

The New York City Housing Development Corporation (HDC) is a public benefit corporation and the nation's largest municipal Housing Finance Agency. HDC's programs support the construction and preservation of multi-family affordable housing in New York City.

Area of Talent: Cash Management and Mortgage Loan Operations

Position Type: Full Time/Non-Exempt

Salary Range: \$50,000 to \$60,000 annually

Office Location: NYC/Financial District

Position Summary:

The Cash Management Administrator reports to the Assistant Vice President, Cash Management and is responsible for treasury activities related to liquidity and investment management of funds, including cash investment position reporting, bank reconciliations, investment analyses, on-line bank fund transfers and maintenance of the cash and investment positions of approximately 1,100 bank accounts.

Job Responsibilities:

- Implement various investments (repurchase agreements, US treasuries and agencies, and bank deposits).
- Balance daily cash & investment transactions.
- Communicate with trustees (both verbal & written) regarding instructions on cash receipts, disbursements, and investments.
- Coordinate the use of funds with various departments, including disbursement of funds related to Construction Loan Advances and Loan Servicing payments.
- Reconcile cash and investment balances.
- Work with brokers to research potential investments for the Corporation.
- Prepare various cash and investment reports.
- Act as liaison to Accounting & IT teams.
- Cross-train and act as backup for Letter of Credit tracking with various banks regarding construction projects.
- Keep current on scanning of daily transactions.
- Cross-train and act as backup for Accounts Payable processing.

Required Qualifications:

- Bachelor's degree with substantial course work/ credits specific to business operations, accounting, finance, or data management.
- A satisfactory combination of education and/or experience is equivalent to the above.
- Understanding of bond payments, mortgage payments and investments.
- Competency in working with numbers and data analysis.
- Proficiency with Microsoft Office suite specifically advanced Excel skills.
- Strong organizational, problem solving, oral and written communication skills.
- Attention to detail, able to multitask and commitment to quality.
- Ability to manage time efficiently while working under strict deadlines and work independently.

Preferred Qualifications:

- Knowledge of accounting principles.
- Familiarity with relational databases.
- Knowledge of the following software programs, a plus:
 - Emphasys Bond & Investment modules
 - Benedict LOANS!
 - Gtreasury Cash Management system
 - Oracle

Submitted resumes must be accompanied by a cover letter. Please email your cover letter and resume to jobs@nychdc.com or fax to (646) 304-4819.

As of August 2, 2021, all HDC hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability.

If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by HDC.

HDC demonstrates a strong commitment to its employees by providing a salary that is competitive and commensurate with experience and excellent benefits including health benefits, retirement savings and career development programs.

HDC is an Equal Employment Opportunity Employer.

HDC is committed to the full inclusion of all qualified individuals. As part of this commitment, HDC will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources by emailing HR@NYCHDC.Com.