****

**KATHY HOCHUL**

Governor

**MAUREEN A. COLEMAN**

President and CEO

**POSITION ANNOUNCEMENT**

**Title:** Financial Analyst

**Division:** Public Finance

**Salary:** $59,038 – 73,259

**Location:** Albany, New York

The New York State Environmental Facilities Corporation (EFC), a public benefit corporation, aids local governments, communities, and other eligible applicants throughout New York State to undertake critical water quality infrastructure projects by providing access to low-cost financing capital, grants, and expert technical assistance. EFC provides financial assistance from both the Federal and State levels in the form of loans, grants and guarantees as well as tax-exempt and taxable bonds in pooled and stand-alone public bond sales.

Minorities, people with disabilities, LGBTQ+, veterans, and women are encouraged to

apply. EFC is committed to building and nurturing an inclusive workplace that strives for

respect and promotes and values diversity. We believe that organizations that are

diverse in age, gender identity, race, sexual orientation, physical or mental ability,

ethnicity, and perspective, or any other trait that makes an individual unique, are proven

to be better organizations. Please consider joining our team as we work together to

build a welcoming workplace where employees recognize that their unique characteristics, skills, and experiences are respected, valued, and celebrated.

Employees of EFC enjoy many benefits similar to those offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (13 holidays and paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in either the NYS and Local Retirement System, which is a defined retirement plan, or the Voluntary Defined Contribution Program.

**Position Description**

The Financial Analyst is responsible for the development and disbursement of State Revolving Fund (SRF) project financings. The analyst works with clients as part of a team to review and determine clients’ financial needs and undertakes the development of SRF financial assistance packages. The analyst will perform tasks such as: determining proper finance sizing and debt service specifications, structuring debt in accordance with local finance law, credit analysis and monitoring, preparation of financing documents, as well as reviewing documentation and disbursing funds.

**Essential Duties**

* Evaluate client financing needs, often in the context of prior borrowing and other sources and uses of funds. Develop and present financing packages for clients, which may involve researching and preparing options that best meet clients’ needs while complying with regulations and program guidelines.
* Evaluate loan and/or grant applications, collect and analyze all financing-related information.
* Maintain ongoing contact with clients, initiate communication as necessary, provide superior service to SRF clients
* Analyze the economic and financial condition of SRF applicants and prepare a written credit assessment with supporting financial information.
* In coordination with other EFC Divisions, manage aspects of assigned projects through EFC’s internal processes while ensuring that all relevant information has been presented accurately.
* Assist in the development of information necessary for SRF bond and recipient financing structuring
* Verify that appropriate and adequate/eligible documentation has been submitted to support the disbursement of project funds requested, and maintain database records for all invoices, contracts, agreements and change orders submitted in support of disbursement requests, refinancings and the overall plan of finance.

**Qualifications**

A Bachelor’s Degree in Finance, Economics, Mathematics, Business, or a related field, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, as determined by the Corporation.

**Knowledge/Skills**

A successful applicant will demonstrate:

* Strong analytical and problem-solving abilities with careful attention to detail and accuracy
* Knowledge of mathematical and financial concepts and the ability to work with numerical data requiring accuracy
* Experience working in a fast-paced environment with time-sensitive work products
* Experience in analyzing budgets, financial statements and audit reports
* Excellent written and oral communication skills
* Proficiency in standard office software including word processing (preferably Microsoft Word) and databases
* Advanced proficiency in Excel with experience in designing and using complex spreadsheets
* Strong presentation skills

**Working Conditions and Physical Abilities**

Work is performed in an office setting, with prolonged periods of sitting and fine manipulation skills required for computer use.

**Application Requirements and Related Information**

Please submit cover letter and resume to humanresources@efc.ny.gov or:

 **Human Resources Office**

 **NYS Environmental Facilities Corporation**

 **625 Broadway**

 **Albany, NY 12207-2997**

In compliance with Public Law 99-603, candidates selected for appointment must provide an original copy of documentation proving citizenship and/or legal right to work within three (3) days of effective date of appointment.

It is the policy of the State of New York and EFC to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, physical or mental ability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

It is the policy of EFC to provide qualified persons with disabilities an equal opportunity to participate in and receive the benefits, services, programs and activities of EFC, and to provide such persons reasonable accommodations and reasonable modifications as are necessary, to enjoy such equal opportunity, including accommodations in the recruitment process. Further, it is the policy of EFC to provide reasonable accommodation for religious observers.

It is the policy of EFC to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact EFC’s Human Resources Office at (518) 486-9267.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide

their current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.