

## HUD Program Administrator – Financial Coordinator

Full-Time Position

Salary Range: \$50,000 - \$55,000/year

### OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is responsible for administering numerous federal and state affordable housing-related programs targeted to Missourians with extremely-low to moderate incomes.

The state of Missouri receives millions of federal and state dollars each year to provide housing-related assistance and facilitate the development of affordable housing. In addition to MHDC's administration of typical housing-related funding, as a result of the COVID-19 pandemic, millions of dollars in additional federal funding is currently being distributed through MHDC to provide housing relief for homeless and extremely-low to moderate income individuals and households.

### CULTURE

MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state. MHDC is a relatively small organization with fewer than 150 staff and maintains a high staff retention rate. The COVID-19 pandemic has demanded transformation in the way work is completed and how organizations function. MHDC values staff input throughout exciting organizational improvements.

### BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, flexible scheduling, life balance including with generous time off, casual dress code, downtown location with paid parking, and extensive benefits. In addition, MHDC is a governmental employer, which may provide qualifying employment for the Public Service Loan Forgiveness Program (PSLF).

- Part-time Teleworking (minimum 2 days a week in office for most positions)
- Telework Technology and Equipment Provided
- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location – on Street Car Line (KC)
- Tuition Reimbursement
- Immediate Time-off Accrual and Use
  - 3 Weeks Paid Time-off (annually)
  - 3 Weeks Paid Time-off (medical)
  - 13 Paid Holidays (annually)
  - 6 Weeks Paid Parental Leave
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

### COMPENSATION

	Low	to	High
Annual Base Salary	\$50,000	to	\$55,000
Annual Benefits Value	\$41,583	to	\$44,410

---

TOTAL COMPENSATION VALUE: \$91,583 to \$99,410

\*Actual total compensation is based on benefit elections.

### WORKING REQUIREMENTS

- Part-Time Teleworking – equipment will be provided
- In-office (up to full-time) in the Kansas City, Missouri office

## **ROLES AND RESPONSIBILITIES**

### **Summary**

MHDC is seeking a full-time HUD Program Administrator to assist with the financial coordination and oversight of federal housing funds. The HUD Program Administrator will work individually and as part of a team to assist with the financial review, processing, and tracking of millions of dollars of federal housing-related funding awarded to individuals, non-profit organizations, local governments, affordable housing developers or other contracted entities throughout the state.

### **Essential Duties**

- Review and process payment requests and back-up documentation for federal assistance program
- Oversee financial tracking, funding disbursements, and spending deadlines of assigned federal programs
- Create and maintain financial tracking spreadsheets with advanced formulas in Microsoft Excel
- Track balances and pull accounting reports from QuickBooks
- Develop processes and review reimbursement requests in grant management software
- Meet reporting requirements for assigned HUD programs, including entry and reporting in HUD's Integrated Disbursement and Information System (IDIS)
- Maintain up-to-date knowledge of assigned program regulations, requirements, and guidance
- Work with and in coordination with program teams
- Provide on-going communication and technical assistance to subrecipients of federal assistance programs
- Set up and maintain organization of program files, records, correspondence for the effective administration of applicable program(s)
- Audit and evaluate program operations and financial activities of assigned grantees through application of appropriate auditing methods and inspection techniques
- Represent MHDC at meetings, conferences and speaking engagements, as requested
- Travel throughout Missouri as directed, including long distance travel, overnight and extended stays when necessary
- Other duties as assigned

## **DESIRED QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Finance, Accounting, Economics, Business or Public Administration, Social Work, Sociology, Psychology, Community or Economic Development, or a closely related field. Additional years of experience may substitute for education.
- The ideal candidate will have a background in public policy and administration, prior knowledge and experience planning, implementing, and administering of federal housing funding. Experience in working with programs administered by the Department of Housing and Urban Development (HUD) and its systems is a plus, but not required.
- Experience working with advanced formulas in Microsoft Excel spreadsheets. Experience working in QuickBooks or other accounting software is a plus, but not required.

### **Skills**

- Exceptional attention to detail
- Ability to manage budgets
- Capacity to operate well as part of a team or independently
- Openness and adaptability to quickly changing workloads and deadlines
- Project management and organization
- Critical thinking and problem solving
- Utilize Microsoft office systems proficiently
- Demonstrate excellent written and oral communication skills
- Speak competently to large and small groups

To be considered for the position, please submit your resume and cover letter online. Incomplete information, including cover letters without salary history, will not be considered.