

Contract Renewal Specialist

Full-Time Position

Reports to: Asset Manager

Salary Range: \$54,000- \$56,500/year

OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians with both federal and state funding. 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.

BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, life balance including with generous time off, business casual dress code, downtown location with paid parking, and extensive benefits.

- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- Tuition Reimbursement
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

LEAVE TIME

Annual Leave and Medical Leave accrual begin immediately.

- 3 Weeks Paid Time-off (Annual Leave)
- 3 Weeks Paid Time-off (Medical Leave)
- 13 Paid Holidays (annually)
- 6 Weeks Paid Parental Leave

COMPENSATION

	Low Salary	High Salary
Annual Base Salary	\$54,000	\$56,500
Annual Benefits Value	\$44,307	\$45,720
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TOTAL COMPENSATION VALUE*	\$98,307	\$102,220

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

In-office - Downtown St. Louis, Missouri

ROLES AND RESPONSIBILITIES

Summary

MHDC is seeking a full-time Contract Renewal Specialist that will support MHDC's Performance Based Contract Administration Department and will ensure contract renewals, rent adjustments, funding renewals and expired/terminated contracts are processed and performed timely and in compliance with MHDC's stated policies and procedures and federal rules and regulations.

Essential Duties

- Receive and process renewals, rent adjustments, funding renewals, and expired/terminated contract requests in accordance with federal and MHDC rules and regulations.
- Audit and interpret contracts for required content and ensure that they meet federal and MHDC guidelines.
- Analyze and resolve any discrepancies noted during processing.
- Communicate with developments or management agents to obtain and clarify information to resolve any content, errors or discrepancy issues.
- Other duties, as assigned.

DESIRED QUALIFICATIONS

Education and Experience Preferences

- Three or more years of housing experience preferred.

Skills

- Utilize Microsoft office systems proficiently.
- Project management organization.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.
- Demonstrate excellent written and oral communication skills.
- Attention to detail.
- Openness and adaptability to quickly changing workloads and deadlines.

To be considered for the position, please submit your application, resume and cover letter.