



Full-Time Position, In-office - Downtown Kansas City, Missouri

Reports to: Director of Finance

Base Salary Range: \$130,000 - \$150,000

## **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 Commission also provides single family mortgage financing facilitated through the proceeds of mortgage revenue bonds that the Commission is authorized to issue. 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.

## **ROLES AND RESPONSIBILITIES**

### **Position Summary**

The Deputy Director of Finance is a senior member of the Finance Division leadership team, reporting to the Director of Finance, and responsible for supporting the fiscal integrity and stewardship of MHDC's fiscal operations. This position facilitates management of complex financial, investment and debt management finance and accounting operations., compliance and reporting.

### **Essential Duties**

- Oversee and mentor Finance Division staff, promoting a culture of continuous improvement and commitment to quality.
- Develop and maintain financial policies and procedures, including internal controls.
- Direct and oversee cash management and investments, including related accounting recordkeeping, analyses and reporting.
- Oversee settlements of mortgage-backed securities and related recordkeeping.
- Assist with planning, sale and closing of housing revenue bonds.
- Oversee debt management, including compliance with continuing disclosure agreements.
- Coordinate competitive requests for proposals for professional service firms and financial institutions.
- Oversee accounts payable and processing of disbursements
- Assist in accounting and reporting for loan servicing and escrow funds.
- Prepare reports and written disclosures and assist in management of financial reporting, implementation of accounting standards, audit preparation and rating agency analyses.
- Assist with strategic financial planning and evaluation of strategic financial decisions.
- Assist in annual budget preparation and expense management.
- Select, develop and manage subordinate staff.
- Monitor and ensure compliance with program guidelines, keeping up-to-date with regulatory changes.
- Present at meetings, conferences and speaking engagements, as requested.

- Travel as directed, including long-distance travel, overnight and extended stays when necessary.
- Comply with MHDC's policies.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in accounting, finance or related field required. Master's degree preferred.
- Experience in fiscal management and a minimum of five years' leadership experience preferred.
- CPA with public accounting experience preferred.
- Experience in financial accounting and reporting required.
- Experience in managing and developing professional staff required.

### **Required Skills**

- Project management skills with the ability to plan, prioritize, establish goals and execute successfully.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.
- Excellent analytical skills with attention to detail.
- Demonstrate excellent written and oral communication skills.
- Utilize Microsoft Office applications and accounting systems proficiently.

**\*To be considered for the position, please submit your resume, and cover letter. Any questions can be emailed to [careers@mhdc.com](mailto:careers@mhdc.com)**



Missouri Housing Development Commission  
Benefits and Compensation Summary  
June 2026

## **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 accruals 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	\$130,000	\$150,000
Annual Benefits Value	96,045	107,353
<b>TOTAL COMPENSATION VALUE*</b>	<b>\$226,045</b>	<b>\$257,353</b>

\*Actual total compensation is based on benefit elections.