

Subsidy Payment Specialist

Full-Time Position, In-Office

Location: St. Louis Office

Reports to: Asset Manager

Salary Range: \$54,000 – \$57,000/year

AGENCY 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 generous time off, business casual dress code, downtown location with paid parking, and extensive benefits.

- Health Insurance with Immediate Coverage
- 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	High
Annual Base Salary	\$54,000	\$57,000
Annual Benefits Value	\$44,307	\$46,003
TOTAL COMPENSATION VALUE:**	\$98,307	\$103,003

** Actual total compensation is based on benefits elections.

WORKING REQUIREMENTS

- Full-time in the St. Louis, Missouri office

ROLES AND RESPONSIBILITIES

The MHDC Subsidy Payment Specialist will support the Project Based Section administration with analyzing, transmitting, reconciling payments.

ESSENTIAL DUTIES

- Reconcile monthly Housing Assistance Payments (HAP) vouchers to identify any errors or discrepancies and prevent overpayments.
- Review and interpret Project Based Section 8 Monthly Activity Transmissions from developments and properties to ensure compliance with HUD and MHDC rules, regulations, and guidelines.
- Communicate with developments to obtain and clarify information to resolve any content, error, or discrepancy issues.
- Prepare monthly reports to meet contractual agreement between MHDC and HUD.
- Analyze and find resolution to any billing discrepancies.
- Maintain a working knowledge of how to input/retrieve data into/ utilizing various computer systems.
- Attend and actively participate in meetings and training programs as directed.
- Assist employees, vendors, state agencies, departments, divisions and organizations in a friendly and efficient manner.
- Maintain and protect confidential information.
- Conduct self in a professional manner and project a positive image of the agency at all times through communications, attitude, and appearance.
- Comply with any reasonable request of any member of management.
- Perform other related duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience

- Three or more years of experience in housing rental assistance or loan application processing preferred and possession of a high school diploma or proof of high school equivalency.
- Individual must have the ability to read, write, understand and spell the English language, and the ability to communicate with individuals or groups by phone or in person. Must have the ability to receive, recall and follow communications and complex oral or written instructions.

Physical Demands

- The physical demands that must be met to successfully perform the essential functions of this position include being able to regularly sit, stand, walk, grasp, turn wrists, manipulate fingers, talk, see and hear. The employee must occasionally lift and move up to 10 pounds.

Skills

- Utilize Microsoft office systems proficiently.
- Project management and 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 resume and application online. Incomplete applications, including applications without salary history, will not be considered.