

Compliance Reporting Specialist

Full-Time Position

Annual Base Salary Range: \$45,000 - 53,757

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
- Tuition Reimbursement
- Immediate Time-off Accrual and Use
 - 6 Weeks Paid Time-off (annually)
 - 13 Paid Holidays (annually)
 - 6 Weeks Paid Parental Leave
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

COMPENSATION

	Low	High
Annual Base Salary	\$45,000	\$53,757
Annual Benefits Value	\$38,180	\$44,141
TOTAL COMPENSATION VALUE:	\$83,180	\$97,898

WORKING REQUIREMENTS

- Hybrid teleworking-eligible position after 90 days.
- In-office (up to full-time) in the St. Louis, Missouri office

ROLES AND RESPONSIBILITIES

MHDC is seeking a skilled full-time Compliance Reporting Specialist to support the Asset Management department to review affordable housing program inspections and to process and complete all program compliance tracking forms.

ESSENTIAL DUTIES

- Review inspection reports and compile program compliance forms.
- Oversee internal form processing, and tracking.
- Manage and external form distribution by mail and electronic means.
- Create and distribute form status reports to appropriate staff.
- Monitor federal form guidance for change in regulations and processes
- Assist with implementation of federal guidance changes.
- Reconcile internal policies and procedures with federal recommendations.
- Monitor and schedule physical inspections for MHDC's affordable housing portfolio.
- Communicate physical inspection schedule with compliance officers.
- Compile data and draft documents or reports as requested or necessary for the efficient administration of business including competently utilizing software systems.
- Conduct self in a professional manner and project a positive image of the agency at all times through communications, attitude, and appearance.

DESIRED QUALIFICATIONS

Education and Experience

- A Bachelor's degree from an accredited college or university in the following areas: Finance, Accounting, Economics, Business or Public Administration or a closely related field.
- Two or more years of professional or technical experience in affordable housing management involving compliance of affordable housing, housing management, banking, real estate, accounting, community, or economic development, loan or mortgage administration, credit analysis and investigation, social services social welfare, mental health, or other closely related work.
- Experience working in government or with federal program regulations a plus.

Skills

- Innovative.
- Critical thinking and problem solving.
- Utilize Microsoft office systems proficiently – with high proficiency in Excel strongly desired.
- Project management and strong organizational skills.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.
- Demonstrate excellent written and oral communication skills.
- Close 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.