

Compliance Officer

Full-Time Position

Annual Base Salary Range: \$58,000 - \$63,000

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. MHDC works with many partners and stakeholders throughout the state of Missouri to fulfill MHDC's mission and goal to increase the availability of affordable housing through three main programmatic areas of affordable housing supply and demand needs: (1) Affordable Housing Development; (2) Single Family Homeownership; and (3) Homelessness Assistance.

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. In recent years MHDC has embraced the 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 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). Below are just some of the benefits that MHDC is able to offer to full-time employees:

- Hybrid Teleworking-eligible position after 90 days (minimum 2 days a week in office)
- 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
 - 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	High
Annual Base Salary	\$58,000	\$63,000
Annual Benefits Value	\$47,030	\$49,857
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TOTAL COMPENSATION VALUE:**	\$105,030	\$112,857

** Actual total compensation is based on benefits elections.

WORKING REQUIREMENTS

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

ROLES AND RESPONSIBILITIES

The MHDC Compliance Officer will conduct physical inspections of properties, and perform management and occupancy reviews for the Section 8, LIHTC, HOME, MHDC Fund Balance, TE Bond, Fannie Mae, Risk Share and PBCA programs.

ESSENTIAL DUTIES

- Provide oversight of physical inspections conducted at properties participating in Section 8, LIHTC, HOME, REAC, MHDC Fund Balance, TE Bonds, Fannie Mae, Risk Share and PBCA programs in the MHDC asset management portfolio/inventory.
- Maintain effective knowledge of all MHDC asset management programs to ensure continued program compliance.
- Maintain up to date knowledge of the occupancy requirements and procedures provided in the HUD Handbook-Section 4350.3.
- Verify and enter data in the HUD Enterprise Income Verification (EIV) System.
- Provide reports on any deficiencies or violations of program requirements or public safety standards, in addition to, any actions that might create unnecessary vacancies.
- Prepare reports for physical inspections and Management and Occupancy Reviews within the required timeframe.
- Provide guidance and technical assistance to property management staff of inspected properties.
- Provide accurate and timely correspondence with properties.
- Update compliance reviews and property communicate in required systems.
- Prepare accurate working schedule for staff and approve travel requests, expense reports and calendar reports.
- Compile data and draft documents or reports as requested or necessary for the efficient administration of business.
- Competently utilize software systems.
- Travel as directed, including long distance travel and overnight and extended stays, if necessary.
- Maintain appropriate files and documentation as necessary or required.
- Attend and actively participate in meetings and training programs as directed.
- Provide assistance to employees, vendors, state agencies, departments, divisions and organizations in a friendly and efficient manner.
- Maintain and protect confidential information.

- Professional conduct 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

- A Bachelor's degree from an accredited college or university with a minimum of 21 earned credit hours in Accounting, and three years of professional experience in accounting or auditing. Five or more years of experience in accounting or auditing may substitute for a Bachelor's degree.
- Experience working in affordable housing with understanding of various funding programs and requirements a plus.
- 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.
- Speak competently to large and small groups.
- 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.