

Construction Disbursement Coordinator

Full-Time Position

Reports to: Rental Production Manager

Base Salary Range: \$55,000- \$60,250/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 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	\$55,000	\$60,250
Annual Benefits Value	\$44,987	\$47,956
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TOTAL COMPENSATION VALUE*	\$99,987	\$108,206

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

In-office - Downtown Kansas City, Missouri

ROLES AND RESPONSIBILITIES

Summary

The Construction Disbursement Coordinator is a full-time position that collaborates with the Affordable Housing team on special projects and administers the federal and Missouri Low-Income Housing Tax Credit (LIHTC) programs and associated financing for the construction of affordable housing.

Essential Duties

- Process incoming construction draw requests in accordance with MHDC Construction Disbursement Guide and federal regulations.
- Set up and maintain program and project files, records, correspondence, etc. and meet deadlines for reporting information to applicable entities.
- Coordinate with the legal division to ensure all construction disbursement and tax credit requirements are being met for each construction and conversion loan closing.
- Coordinate and review each project's Contractor's and Developmental Cost Certifications for completeness and compliance with MHDC and Federal guidelines.
- Reconcile the construction disbursement and financial needs.
- Communicate with other construction lenders and title companies to ensure accurate distribution of funds.
- Create, maintain and regularly reconcile forms with tax credit and funding information.
- Participate in conferences, training sessions, and meetings.
- Review and/or revise programs to ensure compliance of operations with laws, regulations, policies, plans, and procedures.
- Maintain appropriate files and documentation as necessary or required.
- Compile data and draft documents or reports as requested or necessary for the efficient administration of business.
- Provide assistance to employees, vendors, state agencies, departments, divisions, and organizations in a professional and efficient manner.
- Maintain and protect confidential information.
- Maintain professional appearance and demeanor.
- Comply with all policies of MHDC.
- Working in the office is an essential job function of each position at MHDC, some job duties may require working in an out-of-the-office setting to fulfill necessary work-related duties.
- Other duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience Preferences

- A bachelor's degree from an accredited college or university is preferred.
- One year experience with construction disbursement is preferred.

Skills

- 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.
- Ability to utilize Microsoft Office proficiently, particularly Excel.

- Project Management and organization.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.
- Ability to utilize Microsoft Office proficiently, particularly Excel
- 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 cover letter.