

Compliance Accountant

Full-Time Position

Reports to: Asset Manager

Salary Range: \$58,000- \$60,000/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 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 accrual 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	\$58,000	\$60,000
Annual Benefits Value	\$47,030	\$48,160
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TOTAL COMPENSATION VALUE*	\$105,030	\$108,160

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

In-office - Downtown St. Louis, Missouri

ROLES AND RESPONSIBILITIES

Summary

MHDC is seeking a full-time Compliance Accountant to support the Asset Management division with managing and maintaining financial records and ensuring development compliance with Agency reporting requirements.

Essential Duties

- Reviews documentation from affordable housing developments to determine rent increase eligibility and communicates determination. Reviews correspondence and other documentation as a result of appeals.
- Ensures that financial statement and budget reporting requirements for developments are met timely and takes appropriate follow-up action when required.
- Reviews and analyzes financial statements and budgets for required content. Communicates with developments to obtain and clarify information to resolve any content, errors, or discrepancy issues.
- Reviews requests for distribution of surplus cash.
- Reviews insurance claims and related payment requests.
- Reviews requests for escrow releases for completeness, availability of funds, and program compliance requirements within 30 days of receipt.
- Compiles financial data and prepares reports as needed for agency reporting requirements.
- Communicates findings of non-compliance to supervisor and coordinates with developments until resolved
- Notifies and updates supervisor of any impending or continuing problems with a development.
- Must comply with all policies of MHDC.
- Must comply with any reasonable request of any member of management.
- Conducts self in a professional manner and projects a positive image of MHDC through communications, attitude, and appearance.
- Perform other related duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience Preferences

- A bachelor's degree from an accredited college or university is preferred.
- Three or more years of accounting or auditing experience is preferred.
- Experience working in affordable housing a plus.

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.
- Excellent written and oral communication skills.
- Attention to detail.
- Ability to 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 application, resume and cover letter.