

HCD Financial Associate II (C24013/487225)
Multifamily & Single Family Accountant Trainee
Recruitment # 24-003721-0001
Filing Deadline 03/19/2024
Salary \$25.71 - \$30.90/hour (Grade 15/Step 2-9 with promotional growth to \$39.61 hourly)



This is a contractual position with limited State of Maryland Benefits.

Work that Matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally recognized, award-winning organization and apply your skills to this highly public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low-income housing tax credits, federal HOME funds, and other federal funds. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

Position Duties:

The main purpose of this position: is to provide general support of an administrative and financial nature to employees in CDA Finance and the Division of Development Finance, thereby supporting the goals of CDA and the mission of DHCD as described in MFR documents.

This position provides: assistance to the Single Family Sub-Servicing team, Multifamily Servicing team and Servicing Supervisor with examining, analyzing, and interpreting financial data in CDA's multi-billion mortgage loan portfolios finance with revenue bond proceeds. This position performs reconciliations of single-family bond series, and interprets, analyzes, and translates multifamily loan closing documents to setup new multifamily loan accounts. The incumbent will also assist the Multifamily Accountants in mortgage servicing by performing manual billings, reviewing and monitoring disbursements for real estate taxes, insurance premiums and escrow reserves within the multifamily bond portfolio.

Minimum Qualifications:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: One year of experience reviewing, verifying, recording, adjusting and balancing financial transactions.

Notes:

1. Candidates may substitute experience calculating and recording financial, statistical or other numerical data on a year-for-year basis for the required education.
2. Candidates may substitute six credit hours in accounting from an accredited college or university for one year of the required experience.

- Candidates may substitute U.S. Armed Forces military service experience in Financial Clerical/Finance Technicians classifications or specialty codes in the financial field of work at a rate of one year of military experience for the required experience.

Desired or Preferred Qualifications:

- Experience using Microsoft Excel
- Experience performing reconciliations within government or multi-faceted organizations

TTY Users: call via Maryland Relay

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining, and promoting employees who are reflective of the State's diversity.

For more information and to apply:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=24&R2=003721&R3=0001>