

CDA Lending and Risk Analyst Jr. II (C22105, C24022, C24023)

Invoice Processor

Recruitment # 24-003724-0003

Filing Deadline 06/17/2024

\$25.64 - \$30.82/hour (Grade 15/Step 2-9 with promotional growth to \$41.10/hour)



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 high 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 Invoice Processor ensures the completion of an invoice request for a variety of funding sources. This includes but is not limited to supporting documentation of completed measures and program requirements. Working closely with the Program Managers to ensure communication on budgets, balances and allocations are correct.

Rendering assistance to local and regional officials, nonprofit organizations, for-profit organizations and representatives of the private sector. Provides technical and financial packaging assistance of invoice processing. Performs income and expense analysis of single-family and multi-family budgets.

Minimum Qualifications:

Experience: Four years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management providing technical assistance for development or rehabilitation of multifamily or single-family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs.

Notes:

1. Candidates may substitute an Associate of Arts degree from an accredited college or university in Finance, Business Administration, Architecture, Construction Management, Economics, Accounting or a related field and two years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management providing technical assistance for development or rehabilitation of multifamily or single family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs for the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in the fields of Finance, Accounting, Economics, Business Administration, Architecture, or Construction Management for the required experience
3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in the Loan Specialist classification series or Loan Specialist specialty codes or as a non-commissioned officer in business and industry classification or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience.

Preferred Qualifications:

- Experience with Microsoft Suites
- Experience generating invoices and payment processing with government, non-profit, and or for-profit 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: