

HCD Financial Analyst I (058528)

Accountant I

Recruitment # 26-001217-0001

Filing Deadline 05/12/2026 11:59:00 PM

Salary - \$75,475.00 - \$84,607.00/yr. (Grade 18, Steps 5-11, with promotional growth to \$117,737.00/yr.)



This is a Skilled Service position with full Maryland State 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 multi-family 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.

CDA's bond financing supports the Department's mission by enabling low-and moderate-income citizens to access affordable housing. Additionally, it provides small, local governments with access to capital markets at favorable rates and terms.

Grade:

17

This position offers a salary range of \$74,475.00 - \$84,607.00/year, with potential advancement for up to \$117,737.00 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$74,475.00/year.

Position Duties:

This position requires knowledge of generally accepted accounting principles, complex financial management systems and mortgage loan sub-servicing. The ability to communicate effectively with other Accountants and interpret complex legal documents is essential. This position maintains the existing Single Family portfolio consisting of 4,000 Mortgage loans worth over \$309 million and Master Servicer for Down Payment Assistant (DPA) Loans and reports accurate and timely information regarding

these loans to senior management for inclusion in bond disclosures, CDA's general ledger team, other CDA staff, CDA's Single Family Sub-servicer and Trustee.

This position is responsible for the Single Family servicing and amortization process of loans in the Residential Revenue Bond Indenture. Accounting duties include billing, reporting and maintaining individual loans serviced.

DHCD offers a flexible work schedule, telework and job-sharing options; training, advancement and career path opportunities; casual business dress on Fridays and a competitive salary.

Minimum Qualifications:

Education: A Bachelor's degree in Finance, Business Administration, Economics, Accounting or a related field from an accredited college or university.

Experience: One year of professional financial analysis experience, such as managing financial asset and debt portfolios, examining, analyzing, and interpreting accounting, budget, grant or real estate investment portfolio records and reports by applying generally accepted accounting principles.

Notes:

1. A Certified Public Accountant (CPA) certification or documented eligibility to sit for the CPA Examination may be substituted for the educational requirement.
2. A Master's degree in Finance, Business Administration, Economics, Accounting or a related field from an accredited college or university may be substituted for the required experience.
3. Candidates may substitute one year of professional financial analysis experience, such as managing financial asset and debt portfolios, examining, analyzing, and interpreting accounting, budget, grant or real estate investment portfolio records and reports by applying generally accepted accounting principles for 30 credits on a year-for-year basis for the required education.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in the Accounting Officer classification or Financial Management specialty codes in the accounting field of work on a year-for-year basis for the required education and experience.

Desired or Preferred Qualifications:

- Mortgage servicing experience reconciling the bond series, analyzing servicer exception reports, cash receipts trustee download.
- Experience amortizing principal and interest payments.
- Experience working with foreclosures and loan modification.

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

People with disabilities and bilingual candidates are encouraged 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, please click the [Job Announcement](#).