

CDA Lending and Risk Analyst Junior II (C22105) (C24023)

Invoice Processor

Recruitment # 25-003724-0006

Filing Deadline – 11/20/2025 11:59:00 PM

Salary - \$29.83- \$32.15/hourly (Grade 15/Step 5 - 9, with promotional growth to \$46.41/hourly)



These are contractual positions 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.

Program Excellence: Neighborhood Business Works

Who we are and what we do: We are a fast paced, dynamic team committed to serving Maryland. We are looking for team players that share our vision of program excellence and our commitment to customer service. We achieve program excellence through continuous process improvement involving everyone in a collaborative and collegial team centered environment.

Our division works within the Department to administer a wide range of programs using various funding sources. The programs that the division administers provide energy efficiency improvements that help reduce costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's environmental goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Low Income Energy Efficiency Program (LIEEP), EmPOWER Maryland Energy Efficiency Tune-up Program (MEET), EmPOWER Multifamily Energy Efficiency and Affordable Housing Program (MEEHA), Maryland Energy Assistance Program (ME/AP) for Crisis/No-Heat/No-Cool, Energy Efficiency Homes Construction Loan Program (NetZero) and the BeSMART Home Energy Loan Program (BeSMART).

Grade:

This position offers a salary range of \$29.83 - \$32.15/hourly with the potential for advancement up to \$46.41/hourly based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$32.15/hourly.

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 for invoices. Performs income and expense analysis of single-family and multi-family budgets.

Minimum Qualifications:

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

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.

Desired or 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 are reflective of the State's diversity.

For more information and to apply:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?b=&R1=25&R2=003724&R3=0006>