

## Advertisement Plan

### Announcement Copy

---

## Maryland Department of Housing and Community Development Community Development Administration

### HCD Financial Analyst I/ /Single Family Accountant **Hiring Range: \$50,971 to \$66,155**

#### **Work that Matters.**

This is a **Permanent** position w/State of Maryland Benefits.

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. CDA's bond financing meets the mission of the Department by enabling low and moderate income citizens to live in or own affordable housing and by providing small, local governments with access to the capital markets at favorable rates and terms.

The main purpose of this position is

The main purpose of this job 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:

This position assists the Servicing Supervisor with the monthly processing of the Single Family Loan Portfolio. The position is primarily responsible for analyzing servicer exceptions reports and conducting procedures to facilitate the processing of Single Family mortgage receipts. The position also performs reconciliations of the entire bond portfolio and acts as a liaison between the Trustee and Sub-servicer for reporting purposes. The incumbent assists with the management of CDA's mortgage loan database system and determines the materiality of exceptions.

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. There is ample parking and our offices are located in walking distance to the New Carrollton MARC Train Station.

#### **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.

**Preferred Qualifications:**

*Excel experience a plus. Experience performing accurate reconciliations with-in government or multi-faceted organizations a plus.*

**To Apply:** Please visit <http://jobaps.com/md/jobs/dhcd/> to fill out an online application. **DHCD is an Equal Opportunity Employer**