MURPHY CONSULTING | Making the *Complex* Comprehensible™

Position: Associate

Location: Baltimore, Maryland
Position Type: Full Time
Work Hours: 40 hours per week (Monday - Friday, 9:00am – 5:00pm)
Pay Range: $40,000 - $55,000 (commensurate with experience)

Murphy Consulting LLC is an industry leader with a strong reputation for knowledgeable associates, quality work and timely deliverables. We partner with developers, owners and management companies in the multi-family and healthcare industries who are seeking approval from the US Department of Housing and Urban Development (HUD). By taking over specialized reporting functions for our clients, we free up their key staff to focus on other important transaction needs.

Prior experience with HUD regulatory approvals is not required at the Associate level. Detailed regulatory training is provided in a thoughtful, measured approach and each Associate is assigned a mentor for the first year. We are seeking smart, capable people who are eager to learn. Our ideal candidate will have above average typing skills, experience using Excel for data storage and sorting, knowledge of common editing functions in PDF software, professional written communication skills, strong attention to detail, a proven ability to self-check their work and experience thriving in a time sensitive environment.

An Associate will be responsible for analyzing transaction data in the context of the HUD 2530 regulations, preparing the related reports and submitting the Previous Participation Certifications thru HUD's on-line APPS portal. This work includes assessing the risk elements impeding approval and assisting clients with addressing HUD Flags or other critical findings. An Associate's work will focus on HUD approvals under the FHA loan program for multifamily apartment communities and healthcare facilities, HAP Contract Assignments, Transfers of Physical Assets and RAD Conversions.

Daily tasks include:

- Reviewing organizational documents and ownership structures.
- Preparing multi-tiered organization charts in PowerPoint.
- Gathering data and tracking work progress.
- Proofreading documents.
- Data Entry into a US Government database.
- Creating reports in the HUD system.
- Communicating via email and phone with clients.
- Managing timeline needs of each transaction.
- Submitting applications to HUD and tracking approvals.
- Managing a rotating client load of approximately 30 active files.

Successful candidates will possess the following qualities:

- Learns new information quickly.
- Has a strong attention to detail.
- Communicates professionally and clearly (written and verbal).
- Has proven success managing competing priorities.
- Works well in a time sensitive environment.
- Self-checks and corrects work routinely.

Minimum Requirements:

- Bachelor's Degree (preferred)
- Strong proficiency with MS Outlook and Excel
- Experience with MS PowerPoint
- Experience manipulating documents in Adobe
- Experience with HUD's WASS System is a plus