



Position: Associate

Location: Baltimore, Maryland

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, taking over specialized functions to help meet their transaction needs and HUD obligations. Our role is to take a portion of the burden off our clients, freeing up key staff to focus on other important matters.

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 primarily on HUD approvals under the FHA loan program for multifamily apartment communities and healthcare facilities. As they gain experience, an Associate may become involved in more complex transactions involving 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 due diligence items.
- Proofreading documents.
- 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.

Prior experience with HUD regulatory approvals is not required at the Associate level. Detailed HUD 2530 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 worked within the realm of government restrictions and regulations and understand how to approach a client who is anxious and overburdened.

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
- 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

We provide opportunities for professional development and promotion within the company. To learn more about us, visit our website at www.MurphyConsultingSvs.com

Salary commensurate with experience. Interested candidates should send resume with salary requirements to Denise@MurphyConsultingSvs.com