



An Equal Opportunity Employer  
**CAREER OPPORTUNITY**

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Application Deadline:  
Open Until Filled

**Finance and Compliance Officer**

Missouri Development Finance Board (MDFB)  
*Missouri's Innovative Financing Resource*

**DESIRED LOCATION:** Governor's Office Building, 200 Madison Street, Suite 100, Jefferson City, Missouri 65102  
(Flexibility on work location, including possible hybrid or remote work options)

**SALARY:** \$60,000 - \$70,000 (commensurate with qualifications)

**REPORTS TO:** MDFB Executive Director

The Missouri Development Finance Board (MDFB) is a separate and distinct corporate body working closely with the Department of Economic Development, the Executive Branch, and other agencies to assist with infrastructure and economic development projects. Originally created in 1982 as the Industrial Development Board, the organization has evolved to provide a diverse array of financing programs and resources that have supported key initiatives and significant and impactful projects across the state.

**What you will do:**

This is detailed project management and customer relationship management position which includes interaction with vendors and various types of organizations as program applicants. Experience with detailed processes and documentation such as loan programs or grant administration, from implementation through close out, would be beneficial.

This professional will manage existing customer relationships, and develop others as necessary, to carry out approved projects and facilitate needed professional services for asset management. A successful team member would understand procedures and structures for public entities, and be comfortable recommending appropriate systems and action plans to achieve efficiencies. Primary duties include:

- Coordination of projects from application through approval
- Monitor ongoing compliance with program criteria and required reporting to justify satisfactory performance in accordance with written agreements
- Solicit and maintain professional service contracts for various services at the direction of the Executive Director and Board
- Enhance compliance monitoring to drive efficiency and customer service
- Support community and statewide partner organizations and independent consultants with information and program requirements
- Complete reoccurring reports across multiple programs, and as needed, to respond to partner and legislature inquiries
- Track and monitor legislative action of interest to the Board

**What we are looking for:**

- A team player who is detail-oriented and highly organized, with the following attributes:
  - Experience working with complex, timely, and potentially sensitive correspondence
  - Advanced knowledge of project management principals
  - Knowledgeable in process improvement methods and strategies
  - Adaptability and flexibility to a dynamic team environment
  - Ability to take on other duties as assigned

**Minimum Experience and Educational Requirements:**

Graduation from an accredited four-year college or university with specialization in finance, business, or public administration, or a closely related area. Three years' experience in finance, procurement, contract solicitation and management, or closely related field. Ability to utilize independent judgment to further Board goals. Ability to establish and maintain effective working relationships with program participants.

**More reasons to love this position:**

The Board provides a comprehensive suite of benefits including generous leave policies, comprehensive insurance, and participation with state employment retirement plans.

*Learn more about the Missouri Development Finance Board by going to [www.mdfb.org](http://www.mdfb.org)*

*Additional questions about the position can be directed to [mark.stombaugh.mdfb@ded.mo.gov](mailto:mark.stombaugh.mdfb@ded.mo.gov) or 573-751-8479*