Illinois Housing Development Authority (IHDA), one of the Nation’s preeminent Housing Finance Agencies and one of the State’s ten largest financial institutions, is currently seeking a Senior Loan Portfolio Analyst to build upon their 50+ year leadership in housing finance.

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments.

This particular position is housed within the following group:

Portfolio Analysis and Servicing: Ensures the financial viability and compliance of properties assisted by IHDA loans or grants through audit/financial statement review/approval; budget/escrow/reserve analysis; escrow/reserve withdrawal request processing; tracking of delinquencies; approval of limited entity distributions, loan ratings, loan servicing and audit confirmation.

Responsibilities:

- Responsible for the maintenance of the servicing system including month-end processing, implementation of system upgrades, collaborating with the manager on process improvements for the loan servicing system.
- Responsible for boarding/funding new and modified loans on the loan servicing system.
- Ensures the completion of closed loan packages which includes the collection of executed documents and other servicing documentation to a complete a loan record in the loan servicing system.
- Performs simple and complex financial calculations for loan servicing reporting upon request from external and internal clients.
- Processes advances, payoffs, manual loan rating changes, charge-offs and other maintenance on the core loan system.
- Performs tax monitoring/processing which includes escrow set-up, analysis and data remittance to 3rd party vendors.

Requirements:

Education: Bachelor’s degree required. Experience may be substituted for education at the discretion of the Asset Management department.

Experience: At least 2 years’ experience in accounting, servicing, or risk management, required. Experience with affordable rental housing servicing preferred.

Proficiency in Generally Accepted Accounting Principles (GAAP) and audit protocols desired.

Proficiency in Microsoft Office Suite required.

Training: Accounting, risk management, servicing (achieved within one year or earliest available date, whichever is later).
Certifications: Not required.

Valid Driver’s License: Not required.

Access to Personal Vehicle: Not required.

Frequency of Travel: Not required.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume and to:

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f96e&ccid=19000101_000001&jobId=394941&source=CC2&lang=en_US

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