

Financial Analyst I – Investments

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 Financial Analyst I – Investments to build upon their 50+ year leadership in housing finance.

This role is a financial analyst in the Finance Department for the Illinois Housing Development Authority. The department evaluates and monitors general business of the Authority, performs and provides analysis on financial arrangement and obligation and undertakes necessary action (for the Authority to achieve its mission) while maintaining and managing financial feasibility and risk. The Financial Analyst I is responsible for processing financial transactions related to cash management, investment management, and reporting.

This individual ensures transactions are executed in a timely and efficient manner, and data integrity is always maintained. Coordinates across all affected areas of the Authority and works to proactively identify opportunities to improve business processes. Responsible for daily reconciliations. Identifies issues and coordinates resolution with supervisor.

Responsibilities:

Assist with TBA forward trade settlements:

Overall evaluation of the Authority's single-family pipeline, daily positioning and trading, and managing non-delivery and other related risks to the Authority.

Assist with the investment of funds of various accounts:

Assist in the purchases and sales of securities of various Authority managed funds in conjunction with the current Act, policies and procedures.

Responsible for the ongoing financial reporting of the division:

Supports compliance and monitoring, reporting and recording of ongoing business activities. Maintains the integrity of business activities/transactions throughout the entire business process and supports business continuity practices applicable to the department.

Assist with the daily cash management activities such as wire transfers and ACH for disbursements:

Assist in directing, moving and reconciling funds including government-type funds such as Federal HOME, Federal NSP, Federal HHF, State Trust Fund or any other similar funds deemed by the Authority.

Assist with the cash management activities and monthly settlement of trust accounts:

Produce and review daily reports of trust accounts and compare it to trustee statements to ensure trust accounts have sufficient funds to make timely debt service payments.

Requirements:

Bachelor's Degree in business, finance, or a related field and/or 1+ year of relevant work experience in finance, accounting, risk and controls, real estate and/or production operations environment. Possesses experience working with financial and system controls.

Strong analytical skill, including the ability to work independently and assume responsibility for transactions and / or project deliverables with minimal supervision.

Excellent organizational skill set and ability to handle multiple assignments. Proficient PC skills, including experience with Microsoft Office Suite. Knowledge of data base systems.

Effective interpersonal skills. Able to build effective relationships with internal and external partners and suggest workable solutions. Good oral/written communication skills. Ability to convey information in the appropriate style and setting both within written form and oral communications. Ability to communicate effectively with Management.

Business Acumen - Understands how businesses work. Willingness to learn business strategies, tactics, and information affecting his/her business and organization

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

To apply, submit resume and to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=399828&source=CC2&lang=en_US

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