

Department Assistant – Capital Management

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 Department Assistant – Capital Management to build upon their 50+ year leadership in housing finance.

This role is in the Finance Department. 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.

Responsibilities:

Performs general administrative duties of Treasury Desk and Finance department.

Assists Director of Capital Management, Deputy Chief Financial Officer, and/or Finance department when necessary with data entry

Maintains Treasury Desk area files and assists with on-site and in off-site storage, as necessary.

Supports Finance department with invoicing, general billing, and the reporting and recording of ongoing business activities.

Provides phone coverage and signature folder coverage for Treasury Desk.

Other duties as needed.

Requirements:

Requires high school diploma or equivalent with two years prior administrative support experience. This position requires good communication skills and an individual who can independently identify and set priorities for work performance.

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=397857&source=CC2&lang=en_US

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