

Database Analyst

The Illinois Housing Development Authority's Asset Management Services Department is looking for a Database Analyst. This position is responsible for analyzing and coordinating Asset Management database systems and technology-related improvements. Essential job functions will include creating reports and database queries to assist management in administration of department functions. Ensuring rent and income schedules in database systems are current. Conducting training for staff on proper usage of database systems. Develop and implement new processes to streamline administration of programs.

In addition, the Analyst will act as an internal liaison between Asset Management and the Information Technology and Strategic Planning and Research Departments. They will also be responsible for coordinating with external parties to ensure the integrity of data and system-generated reports.

Education and Experience Requirements:

Requires Bachelor's Degree and prior experience in a database management or information technology role. High degree of proficiency in Microsoft Office Suite specifically in Microsoft Excel and Access. Experience with loan servicing or asset management software(s) a plus. Highly organized individual with attention to detail and an ability to balance multiple projects. Strong oral and written communication skills a must.

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

To apply submit resume and salary to:

<https://home2.eease.adp.com/recruit/?id=19166632>

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