

## Budget Analyst

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 Budget Analyst to build upon their 50+-year leadership in housing finance.

Aids departments in the development of the annual operating and capital budgets. Provides budget assistance and guidance to department managers. Assists in maintaining and monitoring position control. Monitors department budgets throughout the year to prevent overspending. Ensures that departments are adhering to proper budgetary controls to ensure compliance with funding requirements.

### Essential Functions:

- Inform department managers of due dates for the submission of budget information. Act as an advisor to department managers in formulating their budget submissions. Review proposed budget submissions from department managers for accuracy and completeness.
- Examine capital budget requests and coordinate capital budgeting approvals.
- Create a consolidated budget version for management approval. Propagate the approved budget throughout the organization and load the approved budget in the accounting system.
- Perform month-end close activities to support the preparation of monthly, quarterly and annual financial statements.
- Compare actual to budgeted results at the end of each accounting period and report on significant variances.

### Education and Experience requirements:

- Graduation from an accredited college or university with a Bachelor's Degree in Finance, Accounting Business Administration or Public Administration, required.
- Required three (3) years of work experience with public sector budgeting at the local, state or federal governmental level.
- Working knowledge of JD Edwards Enterprise system is a plus.
- Understanding of account reconciliations, general ledger processing, financial statements and financial reports, required.
- Ability to communicate effectively with strong oral and written communication skills.
- Ability to work independently and meet time-sensitive deadlines.
- Strong proficiency in Excel, required.
- Strong analytical and problem resolution skills required.
- Detail oriented with the ability to multitask and be a team player.
- Willingness to work outside or normal business hours during monthly, quarterly and annual close to meet deadlines.

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

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=224399&lang=en\\_US&source=CC2&cclId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=224399&lang=en_US&source=CC2&cclId=19000101_000001)