



# Illinois Housing Development Authority Position Description

## IDENTIFICATION

EFFECTIVE DATE: 05/18/18

**DEPARTMENT:** Finance

**POSITION TITLE:** Controller

**REPORTS TO:** Deputy Chief Financial Officer (“DCFO”)

**Positions supervised:** Assistant Controller of Government Reporting and Analysis (1), Director, Assistant Controller of Proprietary Funds and Accounting (1), Office Coordinator (1), Indirect (12)

**Number of people supervised:** 15  
(directly or through others)

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## SUMMARY STATEMENT:

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 Controller to build upon their 50+-year leadership in housing finance. IHDA has financed 250,000+ units of affordable housing for both multifamily developments and single-family homeownership opportunities, in every county of the State.

Under the guidance of the Deputy Chief Financial Officer (“DCFO”), the Controller will oversee all accounting personnel and manage the accounting, financial reporting, budgeting and financial system development functions of the Authority. The Controller will oversee and direct accounting activities and personnel in a manner that supports the mission, values and goals of the Authority. The Controller will establish and maintain accounting policies, operating procedures and a system of internal accounting and administrative controls that support the general and financial resource management policies of the Authority. The Controller will work cooperatively with the DCFO and CFO in managing external and internal audits. The Controller will prepare and present monthly reviews of budget status to the Finance Committee of the Board of Directors.

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## ESSENTIAL FUNCTIONS:

### General

- Oversee and direct accounting activities and personnel in a manner that supports the mission, values and goals of the Authority
- Establish and maintain accounting policies, operating procedures and a system of internal accounting and administrative controls that support the general and financial resource management policies of the Authority
- Implementation of changes in workflow to increase efficiency
- Management and oversight of audited financials of the Authority
- Provide impact projections related to change in investment or new business line strategies
- Provide recommendations related to methodologies and application related to new or updated strategies or business units



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### Financial Reporting

- Manage the preparation and distribution of financial information regarding the Authority and its programs, ensuring that financial statements are prepared in accordance with generally accepted accounting principles and that the financial reports comply with various governmental and program-specific requirements
- Oversee the annual external audit process and maintain ongoing communications with the external auditors throughout the year
- Present financial reports to Executive staff and the Board of Directors or Committees of the Board
- Communicate with internal/external groups to support the Authority's Finance Department in interpreting and discussing details related to the Authority's audited financial statements
- Report and pro-actively discuss period over period variances in financial reports

### Operating Fund Budget

- Plan and monitor the annual Operating Fund Budget process
- Prepare and present monthly review of budget status to Executive staff and the Board of Directors or Committees as necessary

### Systems Development

- Represent the Finance Department in the design, testing and implementation of all systems with financial impact to the Authority
- Responsible for the enhancement of all electronic financial reporting and control systems
- Responsible for enhancement of subsidiary system integration with Authority's general ledger system
- Responsible for understanding import/export functions that affect Authority's general ledger system

### Competencies

- Expert analytical skills
- Self-directed with orderly and systematic approach
- Demonstrate ability to communicate effectively with a wide range of individuals and groups
- Ability to lead, motivate and manage professionals
- Expert ability to balance financial issues and contribute to Authority planning, management and program implementation
- Ability to shift focus/priorities and tolerate stress
- High standard of honesty, ethics, loyalty and credibility

### Staff management and support

- Assignment of responsibilities, as necessary
- Promote departmental morale, limit staff turnover
- Increase efficiency and production
- Prepare, communicate and maintain staff performance reviews
- Design, implement and monitor cross-training to ensure adequate departmental coverages
- Assist in reviewing/creating appropriate job descriptions and interviewing potential Accounting position candidates
- Serve as knowledgeable resource for all Authority departments



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### LEADERSHIP:

- a. The successful candidate should be a driven, self-directed, forward thinking team player to work closely and effectively with the DCFO and other peers, as well as other senior managers within IHDA's management team.
- b. Knows the business and the mission-critical technical and functional skills needed to do the job; understands various types of business propositions and understands how businesses operate in general; learns new methods and technologies easily.
- c. Can solve even the toughest and most complex of problems; great at gleaning meaning from whatever data is available; is a quick study of the new and different; adds personal wisdom and experience to come to the best conclusion and solution, given the situation; uses multiple problem-solving tools and techniques.
- d. Is creative, a visionary, and can manage innovation; is an effective strategist; sees multiple futures; has broad interests and knowledge; can both create and bring exciting ideas to market; comfortable speculating about alternative futures without all of the data.
- e. Is well organized and resourceful; effective and efficient at marshaling multiple resources to get things done; lays out tasks in sufficient detail; is able to get things done in a timely manner; can successfully multi-task; foresees and plans around obstacles.
- f. Manages people well; capable of getting the most and best out of the people he/she supervises; sets and communicates guiding goals; measures accomplishments, holds people accountable, and gives useful feedback; delegates and develops; keeps people informed; provides coaching for today and for the future.
- g. Is an effective process, work flow, and systems designer; is good at figuring out what to measure to track progress; sets up systems that can manage autonomously; is a master at the effectiveness and efficiency of work systems; can quickly diagnose and fix a work flow problem; always looking for incremental process improvement.
- h. Fearlessly takes on all issues, challenges, and people; comfortably confronts and works through conflict; delivers negative feedback and messages without hesitation; deals promptly and fairly with problem performers; lets everyone know where they stand; thrives in crises and is energized by tough challenges; not afraid to make negative decisions and take tough action; challenges the status quo.
- i. Reads people accurately; can diagnose strengths, weaknesses, and potential; knows what skills are required to fill a job or role; hires the best.
- j. Writes and presents effectively; adjusts to fit the audience and the message; strongly gets a message across.
- k. Is ambitious and is comfortable communicating effectively with the DCFO.
- l. Interpersonally agile; relates well to all kinds of people; builds solid relationships.
- m. Is skilled at getting individuals, teams, and an entire organization to perform at a higher level and to embrace change; negotiates skillfully to achieve a fair outcome or promote a common cause; communicates a compelling vision and is committed to what needs to be done; inspires others; builds motivated, high-performing teams; understands what motivates different people.
- n. Listens attentively; deals calmly with stress.



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### ADDITIONAL DUTIES AND RESPONSIBILITIES:

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- Assist DCFO, CFO and/or other departments with various financial analysis projects
- Participate in strategic discussions related to IHDA's financial health
- Other duties as may be assigned by the DCFO and/or CFO
- Provide support as may be needed to create and achieve global initiatives

### EDUCATION AND EXPERIENCE REQUIREMENT:

- Master's Degree in accounting or related field and at least 5 years of relevant work experience (or Bachelor's Degree in accounting, or related field, and at least 10 years of relevant work experience) or an equivalent combination of education and experience.
- CPA or equivalent certification required.
- Demonstrated managerial competence required.
- Extensive experience with JD Edwards accounting software or other larger ERP system preferred.
- High level of computer proficiency required, including advanced experience with computerized spreadsheet and word processing,
- Strong analytical skills, including the ability to work independently and assume responsibility for transactions and / or project deliverables with minimal supervision.
- Strong problem solving and time management skills.
- Effective interpersonal/communication skills. Able to build relationships with internal and external partners, and communicate effectively (written/oral). Able to communicate effectively with Management and suggest workable solutions.
- Demonstrated ability to partner and influence at all levels in the business as a credible, valuable source of information and integral part of the management team.
- Highly organized with demonstrated ability to handle large amounts of data and priorities
- Able to work independently and demonstrate initiative

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

To apply, please submit your resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=208678&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=208678&lang=en_US&source=CC2&cclid=19000101_000001)

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