

Department Assistant - Investments

This role is an administrative assistant in the Finance department of the Illinois Development Authority.

Tasks include:

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.

Assist Assistant Director, Finance and /or Financial Analysts with data entry.

Supports financial analysts with their compliance and monitoring, and the reporting and recording of ongoing business activities.

Performs general administrative duties of Treasury Desk.

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

Performs general billing support of the Finance department.

Education and Experience Requirements:

Requires high school degree 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 salary to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=211523&lang=en_US&source=CC2&cclid=19000101_000001

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