

## Financial Specialist I – Operations

This role is a financial specialist in the Finance Department for the Illinois Housing Development Authority. The department evaluates and monitors general business of the Authority, perform and provide analysis on financial arrangement and obligation and undertake necessary action (for the Authority to achieve its mission) while maintaining and managing financial feasibility and risk. The Financial Specialist I is responsible for processing financial transactions related to cash management, investment management and reporting.

This individual ensures transactions are executed in a timely and efficient manner, and data integrity is maintained at all times. Coordinates across all affected areas of the Authority and works to proactively identify opportunities to improve business processes. Responsible for daily reconciliations. Identifies issues and coordinates resolution with supervisor.

This individual would potentially serve as a bridge between the Structuring functionality of the Finance department and the Operational side. The individual would be responsible for assisting in analyzing new financial undertakings by the Authority; participate in review of the financial feasibility, risks, along with costs and benefits. The Financial Specialist will also have the opportunity to participate in bond issuance transactions, working with counterparties such as the quantitative consultant (cash flow provider), financial advisor, investment banks, legal counsel, trustees, and rating agencies.

### Education and Experience Requirements:

- Bachelor's Degree in business, finance, or a related field and/or 1+ year of relevant work experience in finance, accounting, risk and controls, real estate and/or production operations environment. Possesses experience working with financial and system controls.
- Strong analytical skill, including the ability to work independently and assume responsibility for transactions and / or project deliverables with minimal supervision.
- Excellent organizational skill set and ability to handle multiple assignments.
- Proficient PC skills, including experience with Microsoft Office Suite. Knowledge of data base systems.
- Effective interpersonal skills. Able to build effective relationships with internal and external partners, and suggest workable solutions.
- Good oral/written communication skills. Ability to convey information in the appropriate style and setting both within written form and oral communications. Ability to communicate effectively with Management.
- Business Acumen - Understands how businesses work. Willingness to learn business strategies, tactics, and information affecting his/her business and organization.

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=211778&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=211778&lang=en_US&source=CC2&cclid=19000101_000001)

EOE