

## **Business Systems Analyst III – Loan Portfolio Management**

This role is a Business Systems Analyst III in the Loan and Portfolio Management Department for the Illinois Housing Development Authority. The department provides operational services including infrastructure and transaction management, process development and executions, risk management, and customer support for the Authority. Responsibilities include working with all department related computer systems and software applications including planning, managing, and executing business initiatives as it relates to streamlining and enhancing processes.

This individual ensures requests are executed in a timely and efficient manner, and data integrity is maintained at all times. Responsible for engaging stakeholders, contributors and technical resources to analyze user needs, technical issues and identify business solutions. Supports one or more teams and collaborates resolution with management. Facilitate the discussions of medium to complex projects that require the coordination of development and technical work to achieve desired functionality. Coordinates across all affected areas of the Authority and works to proactively identify opportunities to improve business processes. Provides the appropriate level of leadership in group settings; collaborates with other team members to provide effective and efficient customer service internal and external to the department.

### Education and Experience Requirements:

- Bachelor's Degree or an equivalent combination of education and work experience in business, finance, or technology.
- Relevant work experience is defined as equivalent experience in loan accounting, single family and/or multifamily real estate, loan servicing, technology and/or production operations environment. Has experience with financial and system controls and experience in programming and report writing.
- Solid analytical skill, including the ability to identify and resolve problem transactions. Able to work independently and assume responsibility for transactions and / or deliverables with minimal supervision. Able to handle multiple assignments.
- Effective interpersonal skills. Demonstrated ability to initiate action and drive action items to resolution. Collaborate in a team environment. Able to build effective relationships with internal and external partners.
- Strong organizational, critical thinking and planning ability.
- Proficient PC skills, including experience with Microsoft Office Suite. Familiarity with existing computer systems and software applications a plus.
- Strong oral/written communication skills - Ability to convey information in the appropriate style. Ability to communicate effectively with Management. Business Acumen - Knowledgeable and remains current in policies and procedures, and information affecting the loan servicing department.

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

To apply submit resume to:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=192321&lang=en\\_US&source=CC2](https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=192321&lang=en_US&source=CC2)

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