

## Loan Portfolio Analyst III – Hardest Hit Fund

This role is a Loan Portfolio Analyst in the Hardest Hit Fund 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. The Loan Portfolio Analyst III is responsible for processing core business transactions related to new loan set-up, disbursement of funds and collection of repayment during the life of the loan.

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 senior advisors

### Education & Experience Requirements:

- Bachelor's Degree in business, finance, or a related field; and/or 3+ years of equivalent working experience.
- Consideration of relevant work experience relates to loan accounting, risk and controls, single family real estate, loan servicing, and/or production operations environment. Possesses experience working with financial and system controls and maintaining positive customer relationships.
- Strong analytical skill, including the ability to identify and recommend solutions for customer transaction reporting and accounting. Able 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.
- Demonstrated experience in single family loan products and supporting infrastructure, specifically in the affordable housing market.
- 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 - Willingness to learn business strategies, tactics, and information affecting his/her business and organization.

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

To apply, please submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=209774&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=209774&lang=en_US&source=CC2&cclid=19000101_000001)

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