

### **Loan Portfolio Analyst III - Multifamily**

This role is a loan portfolio analyst in the Asset Servicing team for the Illinois Housing Development Authority. The team provides operational services including infrastructure and transaction management, process development and executions, risk management, and customer support for the Authority. The Multifamily – Loan Portfolio Analyst, III is responsible for processing core business transactions related to new loan set-up and loan payments 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 and monthly recording activities and loan reconciliations. Identifies issues and collaborates resolution with management. 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. Determines internal and external reporting needs and facilitates reporting to meet those needs.

#### **Education and Experience Requirements:**

- Bachelor's Degree in accounting, business, finance, or a related field or an equivalent combination of education and experience required.
- 0 - 3 years of relevant work experience in loan accounting, risk and controls, commercial real estate, loan servicing, and/or production operations environment a plus. Possesses experience working with financial and system controls and maintaining positive customer relationships.
- Solid analytical skill-set, including the ability to identify and recommend solutions for customer transaction reporting, remitting, and accounting. Able to work independently and assume responsibility for transactions and / or project deliverables with minimal supervision.
- Demonstrated experience in multifamily 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 communication. Ability to communicate effectively with Management.
- Business Acumen - Willingness to learn and comprehend business strategies, tactics, and information affecting his/her business and organization.

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

To Apply:

Submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=207658&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=207658&lang=en_US&source=CC2&cclid=19000101_000001)

EOE