

Program Coordinator

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Senior Accountant to build upon their 50+ year leadership in housing finance.

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments. This particular position is housed within the following group:

Rental Assistance: Ensures the program compliance of the portfolio (for developments with Section 8, Section 236, Mod/Rehab, Section 811, and/or RHS/LTOS assistance) through housing assistance payment (HAP) subsidy processing, reporting, and coordination with the Statewide Referral Network and IL Housing Search.

Education and Experience requirements:

Education: Bachelor's degree required. Master's degree preferred. Experience may be substituted for education at the discretion of the Asset Management department.

Experience: At least 5 years' experience conducting program/contract administration for Federally-financed affordable multifamily rental housing required.

Thorough knowledge of the following funding sources/programs desired: Mod/Rehab, RHS/LTOS, Section 811, and SRN.

Proficiency in Microsoft Office Suite required.

Training: Certified Occupancy Specialist (COS), Blended Occupancy Specialist (BOS), other program/funding source training required (completed within one year or earliest available date, whichever is later).

Certifications: Certified Occupancy Specialist (COS), Blended Occupancy Specialist (BOS), Certified Property Manager (CPM) preferred.

Valid Driver's License: Required.

Access to Personal Vehicle: Required along with appropriate insurance.

Frequency of Travel: Frequent – 50-75% annually.

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=220519&lang=en_US&source=CC2&cclid=19000101_000001

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