

IT Purchasing and Finance Lead

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 an IT Purchasing and Finance Lead to build upon their 50+ year leadership in housing finance.

The role of the IT Purchasing and Finance Lead is to provide leadership and support in Information Technology and across the IHDA organization for certain technology-related purchasing activities and to be a point of interface between the Authority's Agency Procurement Officer (the "APO"), Legal, and the IT department. This role will provide knowledge and organizational assistance and coordination to technology related IHDA purchasing activities in support of purchase order processing, liaising with internal and external personnel regarding contract timeline/status and requirements, invoice processing, budgeting, maintain department financials and coordination of third-party purchase orders.

Responsibilities:

Provide input and support to the Senior Manager, IT Purchasing and Finance Manager and APO in connection with the preparation, revision, and evaluation of RFP's, RFI's, RFQ's and other State of Illinois procurement methods and processes that involve the purchase of goods and services under the scope of IT.

Manage and analyze spend data for IT contracts. Review invoices and ensure charges are billed in accordance with contract requirements, terms and conditions, and process invoices following the Agency procedures and systems.

Defines, maintains, and executes on standard sets of internal processes and internal documentation to optimize the internal IT departmental process of purchasing technology-related assets.

Coordinate with the APO to develop and execute on strategies designed to ensure that the Authority is forward looking and has plans in place for anticipated technology-related purchasing activity.

Education and Experience Requirements:

Bachelor's degree or equivalent experience required; a master's degree in business preferred. Expert knowledge of technology related procurement best practices. Experience building a procurement-related organizational capability is highly desired. Knowledge of IHDA programs desired. Minimum of 5 years in negotiating and delivering IT contracts and procurements, preferably with government agencies. Strong prioritization, organizational, and communication (oral and written) skills required. Vendor management experience is a plus. Excellent computer skills, including Microsoft Word and Excel required. MS Access experience is a plus. Ability to work independently on complex initiatives and meet time-sensitive deadlines. Ability to work well with cross-departmental teams in a collaborative environment.

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

Submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=263316&source=CC2&lang=en_US

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