

Staff Accountant

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 Staff Accountant to build upon our 50+ year leadership in housing finance.

The primary purpose of this position is to provide support to the Authority in the areas of financial accounting, budgeting, and reporting. Under the supervision of the Assistant Controller, the incumbent is responsible for analyzing general ledger accounts, reconciling financial data, preparing journal entries, journaling and reconciling fixed assets, preparing financial reports, assisting with the annual budget and supporting the month-end closing process. As well posting monthly, quarterly, & yearly accruals and preparing various schedules/reports in connection with external and internal audits.

Responsibilities:

Prepares timely monthly reconciliations of assigned general ledger accounts, including the preparation of the necessary journal entries.

Support timely and accurate monthly, quarterly, and year-end financial close.

Prepares timely monthly preparation of assigned bank reconciliations.

Support the annual audit process by timely preparing assigned audit schedules.

Process and balance daily lock box, pending payouts and other cash transactions and ensure timely posting to the general ledger. Import and load data files from other systems into the general ledger.

Maintain Fixed Assets and the associated depreciation schedules in the system.

Support the annual budget preparation and financial reporting as requested.

Education and Experience Requirements:

Bachelor's degree in accounting is required. 2 years of experience in accounting is required. Requires proficiency with Microsoft Excel and strong time management, analytical, communication and interpersonal skills. Knowledge of GAAP (generally accepted accounting principles). Strong written and oral communication skills. Ability to manage multiple projects simultaneously. Strong organizational skills. Strict attention to detail. Possess excellent time management skills

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

To apply, please submit your resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=389227&source=CC2&lang=en_US

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