

Loan Portfolio Analyst

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 Loan Portfolio Analyst to build upon their 50+ year leadership in housing finance.

Summary:

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

Portfolio Analysis: Ensures financial viability of properties through financial analysis, insurance and reserves administration, and loan servicing. Proactively identifies and responds to portfolio risks through an array of intervening measures including restructuring of ownership, management, and/or financing.

Requirements:

- Conducts servicing activities based on prescribed timeframes (to assess and facilitate compliance with applicable Federal, State, local rules, and standards).
- Proactively communicates with the property owner, manager, agent, billing contact, auditor regarding servicing issues, requirements, options, and deadlines for resolution
- Reviews escrow disbursement requests, servicing advances, and equity distributions to verify eligibility and ensure compliance. Approves and processes said requests.
- Performs client interface related to debt service payments, resolution of delinquent accounts, and financial reporting requirements.
- Conducts servicing for multifamily related transactions including systems, data, and reporting. Related systems work includes project setup, updates, billing, delinquency reporting, escrow collection, delinquent and default fee charges, data reconciliation of payables due versus received/applied, lock box payment allocations and reporting, etc.

Education and Experience Requirements:

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

Experience: At least 2 years' experience in accounting, servicing, or risk management, required. Experience with affordable rental housing servicing preferred.

Proficiency in Generally Accepted Accounting Principles (GAAP) and audit protocols desired.

Proficiency in Microsoft Office Suite required.

Training: Accounting, risk management, servicing (achieved within one year or earliest available date, whichever is later).

Certifications: Not required.

Valid Driver's License: Not required.

Access to Personal Vehicle: Not required.

Frequency of Travel: Not required.

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&cclid=19000101_000001&jobId=427920&source=CC2&lang=en_US

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