

Portfolio Analyst, Special Assets

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

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 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.

Essential Functions:

Initial/Intake Requests

- Evaluate and analyze business financial information including spreading business financial statements; prepare detailed descriptions of project, sponsor and company background, management, and collateral for financial and credit review; obtain and evaluate borrower's credit worthiness; review loan and regulatory documents, property valuations, appraisals, and any market studies.
- Generate transaction specific information requests for information to be provided by sponsors, borrowers and or project owners.
- Compile all required documents and information as part of the loan, bond, tax credit or grant approval process
- Assists Manager of Portfolio Risk Management and/or Special Assets Manager's in the planning for loan committee, loan monitoring, portfolio review, delinquency, and credit watchlist meetings including checking all data for accuracy as well as share required reports to meeting participants in advance of all meetings.
- Participates in pre-closing, pre-occupancy, and post-closing meetings as well as assist with review of constructions draws as appropriate and assist with any follow-ups.

Closing Process

- Monitor and report all key upcoming transaction deadlines to all internal stakeholders.
- On the direction of Special Asset Manager, create and issue all fee income invoices once approved by the Manager, Portfolio Risk Management.

- Review project file documentation and requirements with development officers, underwriters, or asset managers to determine completeness, and conditions that must be completed in advance of approval and/or closing.
- Review construction draw documents prior to funding for accuracy, reasonableness, and consistency with loan documents.
- Coordinate with the appropriate internal stakeholders on approval of management documentation in advance of closing.
- Coordinate with paralegal on receipt of copies of all executed transaction loan and regulatory documentation as well as create the electronic legal documentation file and ensure proper file retention.

Education & Experience Requirements:

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

Experience: 1-3 years' experience in conducting credit analysis required. Experience in one or more areas including Portfolio or Account Management, Risk Management, Financial Services, Banking, Real Estate, Affordable Housing, and or Legal documentation would be beneficial.

Training: Proficiency in Microsoft Office Suite required. Affordable housing training and or commercial credit training preferred but not required.

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

To apply, submit resume and to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=424128&source=CC2&lang=en_US

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