

Financial Analyst Intern

This role is a financial analyst internship in the Finance Department for the Illinois Housing Development Authority. The department evaluates and monitors general business of the Authority, performs, and provides analysis on financial arrangement and obligation and undertakes necessary action (for the Authority to achieve its mission) while maintaining and managing financial feasibility and risk. The Financial Analyst Internship is responsible for processing financial transactions related to cash management, investment management and reporting.

This individual ensures transactions are executed in a timely and efficient manner, and data integrity is maintained at all times. Coordinates across all affected areas of the Authority and works to proactively identify opportunities to improve business processes. Responsible for daily reconciliations. Identifies issues and coordinates resolution with supervisor.

Responsibilities:

- Work with team, peers, and other stakeholders to define and implement new processes, procedures, and controls to improve efficiency and reduce risk.
- Assist with TBA forward trade settlements
- Overall evaluation of the Authority's single family pipeline, daily positioning and trading, and managing non-delivery and other related risks to the Authority
- Assist with the investment of funds of various accounts
- Assist in the purchases and sales of securities of various Authority managed funds in conjunction with the current Act, policies and procedures.
- Responsible for the ongoing financial reporting of the division
- Supports compliance and monitoring, reporting and recording of ongoing business activities. Maintains the integrity of business activities/transactions throughout the entire business process and supports business continuity practices applicable to the department.

ADDITIONAL DUTIES AND RESPONSIBILITIES (AS NECESSARY):

- Other – Any additional duties as assigned.
- Assist with the daily cash management activities such as wire transfers and ACH for disbursements.
- Assist in directing, moving and reconciling funds including government-type funds such as Federal HOME, Federal NSP, Federal HHF, State Trust Fund or any other similar funds deemed by the Authority.
- Assist with the cash management activities and monthly settlement of trust accounts
- Produce and review daily reports of trust accounts and compare it to trustee statements to ensure trust accounts have sufficient funds to make timely debt service payments.

- Help research and analyze new and improved ways to generate income and investments for the Authority to achieve its mission.

Experience:

As a prerequisite, the successful candidate must believe in the core values and mission of the organization. The ideal candidate will demonstrate the following experience, skills, and personal attributes:

- Pursuing BS/BA or MS degree in Accounting or Finance.
- Excellent oral, written, and communication/presentation skills and analytical skills.
- An interest in the government sector.
- Strong attention to detail; organizational skills and ability to multi-task
- Experience with Microsoft Office Suite; Demonstrate proficiency with MS Excel required.

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=438690&source=CC2&lang=en_US

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