

Department Assistant – Investments

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 Department Assistant – Investments to build upon their 50+ year leadership in housing finance.

This role is in the Finance Department. 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.

Responsibilities:

Assists with the investment of funds of various accounts.

Assists in the purchases and sales of securities of various Authority managed funds in conjunction with the current Act, policies, and procedures.

Assists Assistant Director, Finance and /or Financial Analysts with data entry.

Supports financial analysts with their compliance and monitoring, and the reporting and recording of ongoing business activities.

Performs general administrative duties of Treasury Desk.

Maintains Treasury Desk area files and assists with on-site and off-site storage, as necessary.

Performs general billing support of the Finance department.

Requirements:

Requires high school diploma or equivalent with two years prior administrative support experience. This position requires good communication skills and an individual who can independently identify and set priorities for work performance.

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&ccId=19000101_000001&jobId=442523&source=CC2&lang=en_US

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