

Business Technology Infrastructure Project Coordinator

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 Business Technology Infrastructure Project Coordinator to build upon their 50+ year leadership in housing finance.

SUMMARY:

This role is a supervisor position 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.

ESSENTIAL FUNCTIONS:

Under the guidance of the Assistant Director of Capital Markets, the Business Technology Infrastructure Project Coordinator is responsible for assisting with the strategic development and infrastructure improvements of the Capital Management department. The individual will be focuses on executing specific strategic plans and coordinating various finance related information technology projects. They will keep the team on track with timelines, deadlines, and potentially budget. It is important for the individual to understand how new products, efficiency improvements, and or general upgrades fit within the existing technology and business practices within this respective Finance department. The individual will also be responsible for streamlining internal improvements and efficiencies and overhauling internal reporting needs.

Knowledge or understanding of financial operations is preferred. Identifies issues and resolves problems. Provides leadership in group settings; develops and motivates team members. Strong communication and analytical skills are required.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree in business, finance, accounting, economics, or a related field. 3 - 5+ years of project coordination work experience, preferably in finance and or a related field. Strong analytical skills, including the ability to work independently and assume responsibility for transactions and / or project deliverables with minimal supervision. Excellent organizational skills and ability to handle multiple assignments. Proficient PC skills, including experience with Microsoft Office Suite. Proficiency with Excel and knowledge of database systems, and project management software. Advanced database working knowledge a plus. Effective interpersonal/communication skills. Able to build relationships with internal and external partners and communicate effectively (written/oral). Highly organized with demonstrated ability to handle large amounts of data and priorities. Able to work independently and demonstrate initiative.

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&ccId=19000101_000001&jobId=432596&source=CC2&lang=en_US

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