Business Systems Analyst – Loan Origination System

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

This position is not a traditional IT Business Systems Analyst role. The candidate chosen for this role will oversee and maintain the Authority's Loan Origination System (LOS) for the entire Homeownership Department and all activities in the system from reservation to pooling, including data accuracy for the hedging of the Authority's active pipeline.

Responsibilities:

Oversee all data entry for accuracy and completeness. Train and work with staff to guarantee employees have the knowledge to effectively perform their tasks within the system. Understand downstream impacts of any system change and coordinate with those departments to ensure they are in lock step from an informational standpoint.

Complete policy and procedures, with department Business Analyst(s) and upper Management, to confirm accuracy; revisit changes on a regular basis to ensure compliance.

Maintain, and proactively initiate, efforts between the Authority's departments to ensure the origination software complies with investor requirements, including the hedging of mortgage loans.

Work with LOS Vendor to guarantee all updates and enhancements are applied in a timely manner, along with ensuring the necessary testing has been documented to maintain audit and IT compliance.

Facilitate training for external lenders regarding the front-end reservation website; including, but not limited to: Reserving / locking loans, uploading documents to files for IHDA review, and assisting external system administrators with the on-going maintenance of external user accounts.

Education and Experience Requirements:

Bachelor's Degree preferred. Must have background knowledge of computer science experience. Requires excellent verbal and written communication skills along with customer service skills. Must have strong analytical skills with the ability to critically think and problem solve within time sensitive situations. Must be highly organized with a high attention to detail. Must be able to autonomously research the mortgage industry; including, regulatory changes and financial impacts of securitizing Mortgage-Backed Securities (MBS) that pertains to maintaining the Authority's LOS.

Microsoft Office skills required; including, but not limited to: Microsoft Excel, Word, Visio, and PowerPoint. Report writing skills (Crystal Reports, SSRS, etc.) preferred. Website development desired. Candidates who are driven and motivated would do well in this role.

Excellent benefits package, including 401(k); immediate vesting. EOE. Submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=442525&source=CC2&lang=en_US