

## **Supervisor, Financial Reporting & Analysis**

**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 Supervisor, Financial Reporting & Analysis to build upon their 50+ year leadership in housing finance.

### **SUMMARY:**

The primary purpose of this position is to perform accounting and financial duties using standardized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). Under the direction of the financial reporting and analysis manager the supervisor, financial reporting and analysis is responsible for training and oversight of the staff accountant, senior financial accountant, temporary employees, and interns. The individual in this position will be responsible for: incumbent collects, analyzes, research, documents, interprets, audits, and reports financial data for IHDA ACFR (Annual Comprehensive Financial Reports), as well as prepares financial statements (governmental and proprietary reporting), assists with annual audits, and completes monthly and quarterly reporting. This position will include an in-depth analysis of IHDA investments funds/a collaboration with finance department and work directly with accounting department propriety team. The individual in this position will also be a project manager on the annual audit, collaborating with other departments within IHDA and external personal (auditors, etc.).

### **ESSENTIAL FUNCTIONS:**

- Train all staff on the financial and reporting analysis team.
- Prepare the annual GAAP Package due to the State of Illinois Comptroller Office.
- Project manager for the annual audit.
- Daily merge of manual journal entries, review and import loan system generated entries.
- Prepares schedules and journal entries for bond related amortizations.
- Performs monthly reconciliation of multifamily loan and escrow balances to the general ledger.
- Accounting for fixed assets and filing of related quarterly report with the State Comptroller.
- Assists in analyzing bond fund operating results and performs general ledger account analysis.
- Prepared journal entries for Homeownership and Community Affairs transactions.
- Prepares information for monthly board meeting, including financials and variance analysis.
- Prepares monthly departmental and fund variance analysis.
- Prepares monthly profit and loss statement.
- Assist with audit process, including major fund determination, tie out of information provided by other departments, and other duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Graduation from an accredited college or university with a bachelor's degree in Accounting or Finance, required.
- Required five years or more of experience with general accounting and financial analysis. Experience is a plus.
- Working knowledge of JD Edwards Enterprise system or any other accounting system is a required.
- Ability to train onboarding staff and provide timely feedback on progress.
- Understanding of account reconciliations, general ledger processing, financial statements, investments, and financial reports, required.

- Ability to communicate effectively with strong oral and written communication skills.
- Ability to work independently and meet time-sensitive deadlines.
- Strong proficiency in Excel, (experience skill level required).
- Strong analytical and problem resolution skills required.
- Detail oriented with the ability to multitask and be a team player.
- Willingness to work outside of normal business hours (including some weekends) during monthly, quarterly, and annual close to meet deadlines.
- Strong expert skills with computer enhanced systems (Workiva, Microsoft Power BI, Oracle, etc.).

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=448094&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclId=19000101_000001&jobId=448094&source=CC2&lang=en_US)

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