Business Analyst

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

Summary:

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments. This particular position is housed within the following group:

Portfolio Analysis: Ensures financial viability of properties through financial analysis, insurance and reserves administration, and loan servicing. Proactively identifies and responds to portfolio risks through an array of intervening measures including restructuring of ownership, management, and/or financing.

Essential Functions:

- Project Initiation: convene stakeholders to determine business needs and desired system functionality. Define project initiative and scope. Gather information front- to backend of business process to determine project parameters and specifications including budget impact, resources, time, and delivery requirements.

- Project Management: Prioritize project demands; track and report progress. Monitor course of project meetings, deliver recommendations, and execute business decisions. Update project plans as needed. Document changes in scope or functionality to reflect changes in business strategy. Ensure that project activities are executed timely and accurately, in compliance with agreed upon standards.

- Project Communication: Work with senior leadership to design and execute transformation initiatives, informed by a deep understanding of the relevant business practices and through positive influence upon stakeholders. Supports the ongoing evaluation, documentation, and improvement of the loan servicing environment. Stays abreast of company policies and control requirements. Maintains the integrity of the business activities through the entire business process and supports business continuity practices applicable to the department.

- System Expertise: Conducts system queries and generate/refine reports on demand. Handles data compilation, analysis, and reporting for existing/new business lines, funding, or partnership opportunities. Coordinates system build-out through identification of needed data entry and reporting capacity with IT and external software vendors. Plans and conducts systems user groups to obtain ongoing feedback and provide informal training and technical assistance. Acts as liaison between end users, vendors, and other Information Technology Systems functions to coordinate system support solutions.

Education & Experience Requirements:

Education: Bachelor's degree required, Master's degree preferred. Experience may be substituted for education at the discretion of the Asset Management department.

Experience: At least 2 years' experience in loan accounting, single family and/or multifamily real estate, loan servicing, technology and/or production operations environment. Experience with financial and system controls and experience in programming and report writing. Experience with affordable housing preferred.

High proficiency in Microsoft Office Suite software and in spreadsheets and relational databases required. Basic coding/programming ability desired. Report writing capability (SSRS, Crystal, SQL) preferred. Familiarity with Agile project management framework desired. Strong capacity to develop narrative and visual documents and document elements that are clear, appropriately concise, and modern required.

Valid Driver's License: Not Required.

Access to Personal Vehicle: Not Required.

Frequency of Travel: Not Required.

Excellent benefits package, including 401(k); immediate vesting.

Submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=448027&source=CC2&lang=en_US

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