

Senior 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 Senior 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:

Program Administration and Physical Inspections (PAPI): Develops, administers, and monitors ongoing rental subsidy programming, as well as oversees physical conditions compliance.

Essential Functions:

- Project Initiation: Lead and support the implementation of business solutions by building relationships and partnerships with key stakeholders. Identify business needs. Define project initiative and scope. Gather information front- to back-end of business process to determine project parameters and specifications including budget impact, resources, time, and delivery requirements.
- Project Management: Produce required project analysis documentation (business requirements, scope matrix, use cases, sequence diagrams, future state proposals, UAT plans). 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 program administration 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: Serve as a liaison between Asset Management and IT to assist or gather business requirements needed for system implementations, modifications, and enhancements. 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 4 years' experience in single family and/or multifamily real estate, rental housing compliance, rental subsidy administration, technology and/or production operations environment. Experience working on large scale projects as well as handling day-to-day operational requests from the business. Experience with operational and system controls and experience in programming and report writing. Experience with affordable housing preferred. Experience with systems launch, consolidation, and conversion required.

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&cclId=19000101_000001&jobId=447728&source=CC2&lang=en_US

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