

Assistant Director, Data & Reporting

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 an Assistant Director, Data & Reporting to build upon their 50+ year leadership in housing finance.

Summary:

Design, maintain and update databases of record for programs. Focus on data availability, integrity, timely and accurate transmission among IHDA data management and processing systems. Produce routine and ad hoc reports regarding the Authority's programs either directly or via supervised staff. Proactively identify and satisfy data and reporting needs for all stakeholders.

Essential Functions

- Ensure timely and accurate creation of data from program processing systems.
- Identify, document, and satisfy all external and internal data reporting requirements.
- Utilize programs within various Authority databases to produce statistical reports and data analyses, both routine and ad hoc, for use by all IHDA departments.
- Identify and correct errors in the creation and transmission of program data within and between all processing systems.
- Create a consolidated official single source of truth for all data reporting.
- Participate in the design of programs to ensure that all required data elements are collected in a usable format to satisfy all reporting requirements.
- Create, maintain, and update, IHDA's data dictionary / summary / catalog of data tracked.
- Coordinate sharing of data with organizations and interested parties outside of IHDA, when appropriate and approved, in conjunction with departmental or Authority-wide initiatives.

Education & Experience Requirements:

A Bachelor's Degree is preferred but not required. Must have five years experience in data reporting. Candidate must possess superior knowledge and capability in using the Microsoft Office Suite of tools and superior knowledge of Crystal Reports and at least one other applicable current reporting tool. Advanced knowledge of logical database design and SQL access methods is required. Ability to work independently and manage multiple deadlines is a must. Strong writing and editing skills preferred.

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=447455&source=CC2&lang=en_US

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