

Debt and Liability Management Analyst I

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 Debt and Liability Management Analyst I to build upon their 50+ year leadership in housing finance.

Summary:

This role is an analyst position in the Finance Department. The department evaluates and monitors general business of the Authority, performs and provides analysis on financial arrangements and obligations and undertakes necessary action (for the Authority to achieve its mission) while maintaining and managing financial feasibility and risk. The Debt and Liability Management Analyst I is responsible for processing financial transactions related to debt and liability management, general disclosures, and various reporting requirements.

Responsibilities:

The Analyst provides research and analysis in support of the Finance department and the Authority. Develops and maintains reports, policies and procedures in support of compliance requirements. This position will prepare and implement liability management policy and procedures. This individual ensures liability and debt transactions are executed in a timely and efficient manner, and data integrity is maintained at all times. Participates in department, Authority and program research and development, coordinates across all affected areas of the Authority to process issues resolution and proactively identifies opportunities to improve business process efficiency. The Debt and Liability Management Analyst will be an integral part of the Finance Department team and will assist with various reporting projects for internal and external constituencies such as rating agencies, auditors, and regulatory entities. This position will assist in review, preparation, and submission of all regulatory, contractual, and general reporting of the Authority. The Debt and Liability Management Analyst may also assist in analysis of new financial undertakings by the Authority; participate in review of the financial feasibility, risks and costs and benefits of existing and new executions. The position may also have the opportunity to participate in bond issuance transactions, working with counterparties such as the quantitative consultant (cash flow provider), financial advisor, investment banks, legal counsel, trustees, and rating agencies. As the Finance Department coordinates across all affected areas of the Authority and proactively identifies opportunities to improve business processes and establish best practices, the Debt and Liability Management Analyst may gain exposure to the Authority's key departmental operations.

Education & Experience Requirements:

- Bachelor's Degree in business, finance, or a related field and/or 3+ years of relevant work experience in finance, accounting, IT, risk and controls, real estate and/or production operations environment. Possesses experience working with financial and system controls.
- Strong analytical skill, including the ability to work independently and assume responsibility for transactions and / or project deliverables with minimal supervision.
- Excellent organizational skill set and ability to handle multiple assignments.
- Proven experience with reporting tools, software, and other applications.
- Excellent knowledge in importing data for use in report software, spreadsheets and graphs.
- Strong technical skills including the ability to merge data from various sources, write formulas to summarize data, translate data into a user-friendly reports, and data mine for necessary drill-down metrics.
- Proficient PC skills, including experience with Microsoft Office Suite. Knowledge of data base systems.
- Effective interpersonal skills. Able to build effective relationships with internal and external partners, and suggest workable solutions.

- Good oral/written communication skills. Ability to convey information in the appropriate style and setting both within written form and oral communications. Ability to communicate effectively with Management.
- Business Acumen - Understands how businesses work. Willingness to learn business strategies, tactics, and information affecting his/her business and organization.

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

To apply, submit resume and salary to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=447466&source=CC2&lang=en_US

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