

Position Title: Business Systems Analyst

Department: IT

Join our Team! At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

Summary: Under the supervision of the Assistant Director, Business Analysis, the Business Systems Analyst has a general knowledge of computer applications from both the business and technical perspectives. The business systems analyst approaches the work with a business orientation and acts as a liaison between people using the systems and the technical environment of programmers and systems. The business systems analyst assists in developing new business procedures, modifying existing procedures to fit new business models, and identifying and coordinating solutions to application errors.

Essential Functions:

- For problems that cannot be resolved by the IT Help Desk, the business analyst provides the next level of support from a technical and business standpoint.
- Acts as liaison between end users, vendors and other Information Technology Systems functions to coordinate system support solutions.
- Responsible for the development and management of timelines for multiple projects.
- Gathers and documents the necessary information on requirements and systems operations to assist in the development or modification of a system.
- Participates in system development and maintenance decisions.
- Monitors problems reported for existing systems.
- Coordinates business application upgrades and user acceptance testing (UAT). Assists users with development of testing schemas for applications under development or maintenance.
- Documents systems, writes and maintains manuals, and develops and maintains systems standards and procedures.
- Other duties as assigned.

Education and Experience Requirements:

- Bachelor's degree in Computer Science, Information Technology preferred or other related field.
- 2-4 years experience as a Business Systems Analyst.
- Strong prioritization, organizational and communication (oral and written) skills.
- Experience authoring business requirements and technical specification documents.
- Proficiency with Microsoft Word and Excel.
- Ability to work independently and meet time-sensitive project deadlines.
- Working knowledge of loan origination and servicing systems or financial accounting systems is a plus.

What we Offer:

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire

- Medical/dental/vision insurance plan
- Life insurance
- Short/long term disability,
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccld=19000101_000001&jobId=457716&source=CC2&lang=en_US

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