

Position Title: Senior Staff Accountant

Department: Accountant

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 Financial Reporting and Analysis Accounting Manager, The primary purpose of this position is to perform accounting and financial duties using standardized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). Under the accounting managers and supervisors of financial reporting and analysis, this position collects, analyzes, researches, documents, interprets, audits, and reports financial data for IHDA ACFR (Annual Comprehensive Financial Reports), as well as prepares financial statements (governmental and proprietary reporting), assists with annual audits, and completes monthly and quarterly reporting.

Essential Functions:

- Prepares timely monthly reconciliations of assigned general ledger accounts, including the preparation of the necessary journal entries.
- Support timely and accurate monthly, quarterly, and year-end financial close.
- Prepares timely monthly board report and director variance reports.
- Support the annual audit process by timely preparing assigned audit schedules.
- Complete annual GAAP Package analysis.
- Support the annual budget preparation and financial reporting as requested.
- Other duties and projects as assigned.
- Support the annual GFOA certification for financial reporting.
- Support the annual GFOA certification for budgeting.
- Collaborate with other teams to resolve accounting and financial reporting issues.
- Analyze monthly and quarterly variances to identify trends and potential areas of concern.

Education and Experience Requirements:

- Bachelor's degree in accounting is required.
- 4 years of experience in accounting is required.
- Requires proficiency with Microsoft Excel and strong time management, analytical, communication and interpersonal skills.
- Knowledge of GAAP (Generally Accepted Accounting Principles).
- Strong written and oral communication skills.
- Ability to manage multiple projects simultaneously.
- Strong organizational and analytical skills.
- Strict attention to detail.
- Possess excellent time management and interpersonal skills.

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&ccId=19000101_000001&jobId=456051&source=CC2&lang=en_US

EOE