

Position Title: Assistant Director – Budgeting & Forecasting, Financial Planning & Analysis
Department: Finance

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: 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 – Budgeting & Forecasting to build upon their 50+-year leadership in housing finance. IHDA has financed 250,000+ units of affordable housing for both multifamily developments and single-family homeownership opportunities in every county of the State.

Under the guidance of the FP&A Senior Staff, the Assistant Director – Budgeting & Forecasting is responsible for participating in IHDA’s budgeting, planning, forecasting, strategic business assessments, and ongoing financial reporting and analysis. This person will collaborate with senior department staff, department cohorts, and others across the organization to create, prepare, monitor, and report under various enterprise activities and programs. He or she will provide oversight of the Authority’s FP&A financial analyst(s) and prepare or assist in enhancing commentary around detailed budget monitoring and reporting, in addition to monthly financial program performance and impacts to overall enterprise performance. This role will be responsible to not only support, but more importantly drive, the strategic budget and planning initiatives of the organization and ensure successful outcomes through support and financial analysis efforts for departments, providing the rationale, risks, and budget implication assessment that support IHDA's business decisions. The successful candidate will be responsible for developing and implementing comprehensive financial strategies, ensuring accurate budgeting, forecasting, and financial modeling, and providing valuable insights to support our growth and profitability.

Essential Functions:

- Budgeting and Forecasting: Develop and manage the annual budgeting and forecasting process, working closely with department heads, peers, and senior management to establish financial targets and goals.
- Financial Analysis: Conduct in-depth financial analysis to identify trends, opportunities, and risks and provide actionable recommendations to improve financial performance.
- Strategic Planning: Collaborate with the executive team to align financial plans with the company’s long-term strategic goals and initiatives.
- Reporting and Presentation: Prepare and deliver clear and concise financial reports, presentations, and performance metrics to senior management and executive team.
- Risk Management: Evaluate financial risks and implement strategies to mitigate them, ensuring financial stability and resilience.
- Team Leadership: Lead and mentor a team of budgeting and financial analyst professionals, fostering a collaborative and high-performance work environment.
- Compliance: Ensure compliance with relevant financial, contractual, statutory regulations, industry standards, and best practices while drafting, finalizing, and monitoring various budgets Support internal and external stakeholders through provision of guidance on compliance related budgeting matters.
- Data Analysis and Technology: Leverage financial software and technology to streamline financial processes and enhance data-driven decision-making.

- Oversee the review of the department directors' budget proposals for completeness, accuracy, and compliance with laws and other regulations, when applicable, to define and achieve budget goals.
- Assist and/or support the aggregation of program and department budgets into a consolidated organizational budget.
- Oversee, review, support, and approve Budget Analyst tasks, as follows:
 - All funding requests for merit and preparation of appropriate budget spending recommendations.
 - Recommendations for funding requests prepared for others in the organization.
 - Aid to department director or other top managers in analyzing proposed plans and finding alternatives, when necessary, to achieve expected results.
 - Monitoring of program/organization spending to ensure that it is within budget.
 - Regularly informing program managers of the status and availability of funds.
 - Proactive monitoring appropriateness of budgets and estimates of future financial needs.
 - Preparation of revenue/expense forecasts, financial modeling, capital projections, and monthly tracking of actual results.
 - Assist senior staff and/or other departments with various financial budgeting and analysis projects.
 - Other duties as assigned by the FP&A Department Director.
 - Support standardization and automation of processes and technology within the department.

Education and Experience Requirements:

- Bachelor's degree in accounting, finance, or related field.
- Proven experience in financial planning, budgeting, and forecasting, with a minimum of 2 years in a leadership role.
- Strong analytical and strategic thinking skills.
- Proficiency with Microsoft products and financial software and tools.
- Excellent communication and presentation abilities.
- Well-organized, detail-oriented, and deadline-driven.
- Ability to work independently, prioritize tasks, work on multiple assignments, and handle ambiguity.
- Ability to work efficiently in a fast-paced team setting.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

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/life insurance plans
- 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&cclid=19000101_000001&jobId=464195&source=CC2&lang=en_US

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