

Position Title: Department Assistant - Investments
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: This role is an administrative assistant in the Finance department of the Illinois Development Authority.

Essential Functions:

- Assists with the investment of funds of various accounts.
- Assists in the purchases and sales of securities of various Authority managed funds in conjunction with the current Act, policies and procedures.
- Assists Assistant Director, Finance and /or Financial Analysts with data entry.
- Supports financial analysts with their compliance and monitoring, and the reporting and recording of ongoing business activities.
- Performs general administrative duties of Treasury Desk.
- Maintains Treasury Desk area files and assists with on-site and off-site storage, as necessary.
- Performs general billing support of the Finance department.
- Performs other duties as assigned.

Education and Experience Requirements:

- Requires high school degree or equivalent with two years prior administrative support experience.
- This position requires good communication skills and an individual who can independently identify and set priorities for work performance.

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=468355&source=CC2&lang=en_US

EOE