

Position Title: Manager, Government Reporting & Analysis
Department: Accounting

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: The Manager, Government Reporting and Analysis is responsible for management, supervision and training of the Governmental Reporting and Analysis staff, preparing monthly, quarterly, and annual financial statements including coordination of month-end close activities and financial analysis. Also responsible for assisting with State and federal regulatory and compliance reporting. (Ensuring compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Financial Reporting Standards (GASB). Maintaining the general ledger system and reconciling sub-ledgers to general ledger account balances. Preparing and/or reviewing appropriate general ledger entries and reconciliations. Assisting with the annual budgeting process. Managing the programs in its entire life cycle from inception to closeout. Assisting with the annual audit process and preparation of audit schedules. Ensuring effective internal controls for all processes. Additional responsibilities as assigned by Controller and Deputy Controller.

Essential Functions:

- Plans, directs, coordinates, and reviews the work of professional accounting staff; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Conducts and coordinates staff training and development.
- Supervises month-end close activities and prepare monthly, quarterly and annual financial statements, including variance analysis.
- Preparation and/or review of annual audit schedules, financial disclosures and year-end PBC's.
- Manage process for tracking and reporting receipts and disbursements of grants and loans across all programs and reconciliations to all sub-ledgers.
- Provide financial information for various State and Federal compliance reporting ensuring GAAP and GASB standards are met.
- Prepare and/or review analysis of income statement and balance sheet accounts for governmental programs and activities
- Assist with annual budgeting process and preparation of schedules/reports
- Manage general ledger loan balances and reconcile to sub-ledgers by applicable programs
- Monitor accounting policies and processes to ensure alignment with program reporting requirements and related funding agreements
- Ensure the proper setup and tracking of new program funds and expenses within the general ledger for governmental activities including accurate cost allocations and reimbursements for all programs
- Research GAAP and GASB literature to ensure compliance with current standards
- Support the implementation of the governmental accounting and reporting activities for the Accounting Department.
- Identify and implement continual process improvements to increase accuracy and efficiency of reporting tasks.
- Maintain current policies and procedures for all processes.

- Interact with various departments and levels of management.
- Perform other special analysis as assigned.

Education and Experience Requirements:

- Bachelor's degree in accounting or finance required.
- At least 7 to 10 years of experience in accounting and financial analysis with a minimum of 2 years of supervisory experience. Governmental experience a plus.
- Strong analytical, problem solving, and organizational skills required.
- Strong interpersonal, and supervisory required.
- Ability to balance multiple responsibilities and tasks, work under pressure and meet deadlines required.
- Strong Microsoft Excel, required.
- Certified public accountant (CPA) or master's degree in business administration (MBA) preferred.

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=504671&source=CC2&lang=en_US

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