

Position Title: Accounting Intern
Department: Accounting

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.

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.

Summary: This position performs a variety of accounting and clerical tasks in keeping financial accounts and records. Work involves verifying, recording, processing, and reconciling of financial and related records and data, requiring the application of standardized policies and procedures. Applies principles of accounting to analyze financial information.

Responsibilities:

- Assist with ad hoc projects, including process documentation and updates, as assigned.
- Assisting with the organization and filing of both physical and server-based files.
- Assisting with reconciliations, financial planning and analysis, and historical review of transactions as part of the month-end close process.
- Prepare and gather information related to audit requests stemming from external auditors.
- Prepare journal entries and account reconciliations timely and accurately.
- Perform other duties as assigned.
- Will be required to complete a special project to be determined by the department.
- Performs other duties assigned.

Experience:

As a prerequisite, the successful candidate must believe in the core values and mission of the organization. The ideal candidate will demonstrate the following experience, skills, and personal attributes:

- Pursuing BS/BA degree in Accounting or Finance.
- Excellent oral, written, and communication/presentation skills and analytical skills.
- An interest in the government sector.
- Strong attention to detail; organizational skills and ability to multi-task
- Experience with Microsoft Office Suite; Demonstrated proficiency with MS Excel required.

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.

IHDA's Summer Internship Program Highlights:

- Paid Internship
- Open to college students (must be an actively enrolled undergraduate or graduate student at the time of applying)
- Full-time hybrid internship program that runs from June – August (typically 10 weeks)
- You will receive on-the-job training from industry experts
- Participate in workshops to gain insight on key departments at the Authority
- Participate in IHDA's Mentorship Program
- Attend outings to connect with fellow interns

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=511747&source=CC2&lang=en_US

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