

Position Title: Supervisor, Treasury Operations
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 supervisory role within the Finance Department supports the Authority's mission by overseeing financial operations, analysis, and risk management.

The Supervisor, Treasury Operations leads daily treasury and cash activities, ensuring accurate execution, reconciliation, and reporting of financial transactions. This role manages a team responsible for cash positioning, debt service funding, banking and trustee activity, transaction processing, system integrity, and compliance with internal controls and governing requirements, while actively supporting liquidity management and broader cash management activities, including forecasting, optimizing cash utilization, and ensuring sufficient funding for operational and programmatic needs.

The position emphasizes strong operational discipline, data integrity, and cross-functional coordination with Finance, Capital Markets, Accounting, and external partners. Responsibilities include overseeing reconciliations, resolving issues, improving processes, and implementing best practices. The Supervisor also provides team leadership, fostering development and maintaining high performance standards. Strong communication and analytical skills are essential.

Essential Functions:

- Treasury Operations & Cash Management Oversight:
 - Oversee daily cash positioning and liquidity management activities across all Authority funds.
 - Supervise the processing of incoming and outgoing cash transactions, including wires, ACH transfers, trustee activity, and interfund transfers.
 - Ensure timely funding of bond debt service, program disbursements, and operational obligations.
 - Maintain and enforce internal controls, segregation of duties, and authorization protocols related to cash management.
 - Identify and mitigate operational and counterparty risk exposure through analysis.
 - Ongoing evaluation of Treasury operations policies and procedures.
- Debt & Trustee Administration:
 - Oversee daily coordination with bond trustees and paying agents.
 - Ensure accurate funding of bond debt service accounts and compliance with indenture requirements.
 - Review and supervise reconciliations of trustee statements and related accounts.
 - Support implementation of new bond programs from an operational readiness perspective.
- Reconciliation & Financial Controls:
 - Oversee daily, monthly, and periodic reconciliations of bank accounts, trustee accounts, and treasury systems.
 - Ensure reconciliation discrepancies are identified, investigated, and resolved promptly.
 - Maintain documented procedures for treasury operations and system workflows.

- Support internal and external audit requests related to treasury activity.
- Monitor adherence to the Authority's Financial Management Policy and related governing documents, as well as other applicable policies, ensuring treasury operations remain compliant and aligned with established controls and requirements.
- Reporting & Operational Analytics:
 - Supervise preparation of internal treasury activity reports for management.
 - Support development and ongoing refinement of liquidity forecasts in coordination with FP&A and Capital Markets, including monitoring short- and medium-term cash needs across funds.
 - Monitor daily and projected liquidity positions to ensure sufficient funding for debt service, program activity, and operational needs.
 - Provide operational reporting to senior leadership as requested, including key liquidity metrics and cash trends.
 - Identify trends, liquidity pressures, or operational risks requiring escalation.
- Team Leadership & Process Improvement:
 - Provide direct supervision, coaching, and performance management for Treasury staff.
 - Establish clear expectations and accountability standards for transactional accuracy and timeliness.
 - Lead process improvement initiatives to enhance automation, system integration, and operational efficiency.
 - Collaborate cross-functionally with Accounting, FP&A, and other departments as needed.
 - Foster a culture of operational excellence, compliance, and continuous improvement.
- Perform and/or Supervisor Special Projects:
 - Participate in treasury system upgrades or implementation projects.
 - Support development and documentation of treasury policies and procedures.
 - This position will require working closely with Senior Management and other Departments to analyze, create and implement new policies and procedures for both existing and new programs/projects of the Authority.
- Additional duties as assigned.

Education and Experience Requirements:

- Bachelor's degree in Finance, Accounting, Business Administration, or related field required.
- Minimum 5–7 years of progressively responsible experience in treasury operations, cash management, public finance, banking operations, or related financial services.
- Demonstrated experience managing cash positioning, liquidity, and banking relationships in a complex financial environment.
- Strong understanding of internal controls, financial policies, and compliance requirements.
- Supervisory or team leadership experience preferred, with the ability to manage workflows and develop staff.
- Excellent organizational skills with the ability to manage multiple priorities and deadlines in a fast-paced environment.

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.
- Salary: \$94,997.50 - \$118,746.88

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=516927&source=CC2&lang=en_US

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