

Position Title: Senior Accountant – Proprietary 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 Senior Accountant – Proprietary Reporting & Analysis is a self-motivated, team-oriented individual with the primary purpose of providing support to the Authority in the areas of financial accounting, budgeting, and reporting. Under the supervision of the Supervisor Proprietary Reporting & Analysis, the incumbent is responsible for analyzing general ledger accounts, reconciling financial data, reviewing and approving journal entries, journalizing, reconciling fixed assets, preparing financial reports, assisting with the annual budget and supporting the month-end close process. As well as posting monthly, quarterly, & yearly accruals and preparing various schedules/reports in connection with external and internal audits.

Essential Functions:

- Prepares timely monthly reconciliations of assigned general ledger accounts, including the preparation of the necessary journal entries and financial analysis
- Support timely and accurate monthly, quarterly, and year-end financial close.
- Timely reconciliations of CAMRA, GL and cash transactions including implementation efforts of cash management module.
- Maintain fixed assets and the associated depreciation schedules in the system and file related quarterly report with the State Comptroller.
- Perform contract review and net present value calculation for reportable leases and subscription-based information technology assets. Maintain such assets in excel or respective system including related journal entries.
- Manage the process to import and load data files from other systems into the general ledger. Investigate duplicate or missing transactions unto resolution.
- Prepare audit schedules and year-end PBAs to support the annual audit process.
- Assist in development and administration of policies and procedures in accordance with respective accounting pronouncements, as applicable.
- Assist with the process and balance of daily lock box, pending payouts and other cash transactions and ensure timely posting to the general ledger.
- Support the annual budget preparation and financial reporting as requested.
- Other duties and projects assigned by the Controller and Deputy Controller.

Education and Experience Requirements:

- Minimum of bachelor's degree in accounting or finance.
- At least 4 - 6 years of experience in general accounting with increasing levels of responsibility and experience.
- Master's in Accountancy, or MBA preferred.
- Solid communication skills must possess attention to detail, strong technology skills particularly expertise with Microsoft Excel, solid organizational and analytical skills.

- Experience working with multiple subledgers, outside of the general ledger, is a plus.
- Accreditation such as certified public accountant (CPA) is a plus.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive task 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
- Access to Personal Vehicle: Required along with appropriate insurance.
- Frequency of Travel: Infrequent – 5-10% annually.
- Salary: \$69,487.71 - \$86,859.64

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=520689&source=CC2&lang=en_US

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