

Position Title: IT Purchasing and Finance Lead
Department: Information Technology

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 role of the IT Purchasing and Finance Lead is to provide leadership and support in Information Technology and across the IHDA organization for certain technology-related purchasing activities and to be a point of interface between the Authority's Assistant Director, Procurement and Supplier Management, Legal, and the IT department. This role will provide knowledge and organizational assistance and coordination with technology-related IHDA purchasing activities in support of purchase order processing, liaising with internal and external personnel regarding contract timeline/status and requirements, invoice processing, budgeting, maintain department financials and co-ordination of third-party purchase orders.

Essential Functions:

- Works closely with IT, business operating units, Legal department staff, and the Assistant Director, Procurement and Supplier Management on technology-related procurement and contract activities in accordance with all Authority and Illinois Procurement Code requirements.
- Provides input and support to the Assistant Director, IT Purchasing and Finance Manager and Assistant Director, Procurement and Supplier Management in connection with the preparation, revision, and evaluation of RFP's, RFI's, RFQ's and other State of Illinois procurement methods and processes that involve the purchase of goods and services under the scope of IT.
- Oversees the IT elements of proposal planning and the administration of active contracts.
- Manages and analyzes spend data for IT contracts. Reviews invoices and ensure charges are billed in accordance with contract requirements, terms and conditions, and process invoices following the Agency procedures and systems.
- Defines, maintains, and executes on standard sets of internal processes and internal documentation to optimize the internal IT departmental process of purchasing technology-related assets.
- Creates and provides applicable documentation to the Assistant Director, Procurement and Supplier Management, who is responsible for maintaining the official procurement-related document files.
- Creates and provides timely reports of technology procurement-related activity to the IT department and the Assistant Director, Procurement and Supplier Management.
- Analyzes, quantifies and mitigates risk related to procurement-related IT activity.
- Coordinates with the Assistant Director, Procurement and Supplier Management to develop and execute strategies designed to ensure that the Authority is forward looking and has plans in place for anticipated technology-related purchasing activity.
- Additional duties as assigned.

Education and Experience Requirements:

- Bachelor's degree or equivalent experience required; a master's degree in business preferred.

- Expert knowledge of technology related procurement best practices.
- Experience building a procurement-related organizational capability is highly desired.
- Knowledge of IHDA programs desired.
- Minimum of 5 years in negotiating and delivering IT contracts and procurements, preferably with government agencies.
- Strong prioritization, organizational, and communication (oral and written) skills required.
- Vendor management experience is a plus.
- Excellent computer skills, including Microsoft Word and Excel required.
- Ability to work independently on complex initiatives and meet time-sensitive deadlines.
- Ability to work well with cross-departmental teams in a collaborative environment.

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
- Salary range: \$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&ccId=19000101_000001&jobId=522349&source=CC2&lang=en_US

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