Position Title: Debt and Liability Management Analyst I
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: The Illinois Housing Development Authority (IHDA) is seeking a detail-oriented and analytical Debt and Liability Management Analyst I to join our Finance team. This position offers an exciting opportunity to apply financial analysis, data analytics, and technical expertise to support the financial operations of an organization dedicated to expanding access to affordable housing throughout Illinois.

In this role, you will help manage and monitor IHDA's debt obligations, analyze financial performance, support bond financing transactions, and ensure accurate financial reporting and regulatory compliance. You'll work with financial advisors, investment banks, trustees, rating agencies, and internal stakeholders to evaluate financial risks, improve reporting processes, and support informed financial decision-making.

The ideal candidate combines strong financial and analytical skills with proficiency in SQL, Power BI, and advanced Excel. We're looking for someone who enjoys working with complex financial data, identifying opportunities for process improvement, and developing solutions that enhance efficiency and accuracy.

What You'll Do:

- Analyze Financial Performance: Evaluate debt obligations, cash flows, financial risks, and financing costs to support informed decision-making.
- Develop Financial Models: Build and maintain financial models to assess debt structures, project cash flows, and compare financing scenarios.
- Leverage Data & Technology: Use SQL, Power BI, and advanced Excel to analyze financial data, create dashboards, and improve reporting efficiency.
- Support Debt & Bond Transactions: Assist with bond issuances, debt management activities, and financial transactions in collaboration with internal teams and external partners.
- Manage Financial Reporting: Prepare, review, and maintain accurate financial reports, disclosures, and supporting documentation for internal and external stakeholders.
- Monitor Financial Risk & Compliance: Evaluate creditworthiness, monitor financial obligations, and support compliance with regulatory and contractual requirements.
- Drive Process Improvements: Identify opportunities to automate reporting, strengthen data accuracy, and streamline financial processes.
- Collaborate Across Teams: Partner with finance professionals, financial advisors, trustees, rating agencies, and other stakeholders to support IHDA's financial operations.

Required Qualification:

- Bachelor's degree in Business, Finance, or a related field and/or at least three (3) years of relevant professional experience in finance, accounting, IT, risk and controls, real estate, or production operations.
- Experience working with financial systems, databases, and financial or system controls.
- Working knowledge of SQL and Microsoft Power BI, including the ability to query, validate, and analyze data and develop reports or dashboards.

- Advanced proficiency in Microsoft Excel, including complex formulas, pivot tables, and financial modeling.
- Ability to develop and maintain financial models, evaluate cash flows, and analyze financial scenarios.
- Strong analytical and problem-solving skills with the ability to identify discrepancies, evaluate complex information, and recommend practical solutions.
- Excellent organizational skills with the ability to manage multiple priorities, meet deadlines, and work independently with minimal supervision.
- Strong written and verbal communication skills, including the ability to present financial information clearly to management and other stakeholders.
- Proficiency in Microsoft Office applications and experience working with database systems.
- Strong interpersonal skills and the ability to collaborate effectively with internal teams and external business partners.

Preferred Qualifications:

- Experience with debt management, bond financing, liability management, or financial transactions.
- Experience analyzing debt structures, cash flow projections, financial risks, or credit facilities.
- Experience developing automated financial reports, dashboards, or data validation processes using SQL, Power BI, or Excel.
- Familiarity with regulatory reporting, financial disclosures, or compliance requirements.
- Experience working with financial institutions, trustees, rating agencies, or other financial counterparties.
- Knowledge of financial operations within public finance, housing finance, or a related industry.

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: At IHDA, we value our employees and offer a competitive compensation and benefits package designed to support your professional growth, health, and well-being.

- **Competitive Salary:** $69,487.71 – $86,859.64 annually.
- **Hybrid Work Arrangement:** Enjoy the flexibility of our current hybrid work schedule. Candidates must reside in Illinois at the time of hire.
- **Paid Time Off:** Generous paid time off and paid holidays.
- **Comprehensive Insurance:** Medical, dental, vision, and life insurance coverage.
- **Disability Coverage:** Short- and long-term disability benefits.
- **Retirement Savings:** 401(k) plan with immediate vesting.
- **Professional Development:** Tuition reimbursement to support continued learning and career growth.
- **Additional Benefits:** Flexible spending accounts and potential eligibility for federal student 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=525291&source=CC2&lang=en_US

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