

**Position Title:** Supervisor – Debt, Liability, and Reporting  
**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 role is a supervisor position in the Finance Department for the Illinois Housing Development Authority. The department evaluates and monitors general business of the Authority, performs and provides analysis on financial arrangements and obligations and undertakes necessary action (for the Authority to achieve its mission) while maintaining and managing financial feasibility and risk. The Senior Manager – Debt, Liability, and Reporting is responsible for processing financial transactions related to debt and liability management, general disclosures, and various reporting requirements.

The Supervisor provides research and analysis in support of the Finance department and the Authority. Develops and maintains reports, policies and procedures in support of compliance requirements. This position will prepare and implement liability management policy and procedures. This individual will assist in liability and debt transactions, executed in a timely and efficient manner, and maintain data integrity at all times. Lead program research and development, coordinates across all affected areas of the Authority to process issues resolution and proactively identifies opportunities to improve business process efficiency. The Supervisor and his/her team will assist with various reporting projects for internal and external constituencies such as rating agencies, auditors, and regulatory entities. This position will lead review, preparation, and submission of all regulatory, contractual, and general reporting of the Authority. The Supervisor may also undertake analysis of new financial undertakings by the Authority; participate in review of the financial feasibility, risks and costs and benefits of existing and new executions.

**Essential Functions:**

**Debt Issuance**

- Lead the debt team to manage bond structuring and flow of funds
- Assist in data gathering process to analyze financing structures with investment banks, cash flow provider, rating agencies and legal counsel
- Collaborate internally with product, finance, credit and operations teams to provide a capital markets perspective into the FP&A and business strategy processes
- Assist in analyzing legal documentation to identify risks to the Authority
- Assist in evaluation, structure, negotiate, and close new transactions, in particular: thematic bonds (impact, green, social), special purpose structures, securitizations, covered bonds and MBS;
- Provide analytical support for other departmental tasks such as liquidity analysis & reporting, advance prepayment calculations, maturity gap management, income forecasting, mortgage pricing and modeling or ad hoc requests

**Compliance and Reporting**

- Liability and debt transactions are executed in a timely and efficient manner, and data integrity is maintained at all times

- Assist in structuring team and other participants in order to facilitate on boarding, continual monitoring, and exit strategies of Authority liabilities and debt
- Manage reporting and analysis on various Authority contracts. May include but is not limited to Volume Cap, Standby Purchase Agreements, Derivatives Contracts, Remarketing Agent performance, and other credit facilities
- Oversight of payoff, prepayment process, and other Construction Monitoring (from Finance's perspective in relation to debt)
- Environmental Social and Governance ("ESG") reporting and other disclosure(s) including Rule 15c2-12
- Various report out(s) to management, Committee(s), Board members

#### **Staff Management**

- Assignment of responsibilities, as necessary
- Promote departmental morale, limit staff turnover
- Increase efficiency and production
- Prepare, communicate, and maintain staff performance reviews
- Design, implement, and monitor cross-training to ensure adequate operational coverage

#### **Additional Duties and Responsibilities**

- Additional Duties as assigned by Assistant Direct, Director of Capital Management, Deputy Chief Financial Officer, Chief Financial Officer, and or other members of management as needed

#### **Education and Experience Requirements:**

- Bachelor's Degree in business, finance, accounting, economics, or a related field or 3+ years of analytical work experience in finance or accounting.
- Strong analytical skills, including the ability to work independently and assume responsibility for transactions and / or project deliverables with minimal supervision.
- Excellent organizational skills and ability to handle multiple assignments.
- Proficient PC skills, including experience with Microsoft Office Suite.
- Proficiency with Excel and knowledge of database systems.
- Effective interpersonal/communication skills.
- Able to build relationships with internal and external partners, and communicate effectively (written/oral).
- Highly organized with demonstrated ability to handle large amounts of data and priorities.
- Able to work independently and demonstrate initiative.

*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.

**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=483362&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=483362&source=CC2&lang=en_US)

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