

**Position Title:** Accounting Manager, Financial 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:** Under the direction of the Deputy Controller, the Accounting Manager review accounting information and prepare periodic and annual financial statements and reports of accounting and financial transactions, activities and funds. The Accounting Manager leads the external audit processes including communication and monitoring of deliverables for timely submission to auditors and Comptroller's Office.

**Essential Functions:**

- Supervises the preparation of financial statements, balance sheets, and financial reports. Perform variance analysis of management reports and financial statements to summarize current and projected financial position.
- Supervises the auditing and reconciling of accounts, ensuring the accurate and appropriate allocation of funds.
- Plans, directs, coordinates, and reviews the work of professional accounting staff; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; create reporting efficiencies and related process improvements including strengthening internal controls over financial reporting; meets with staff to identify and resolve problems.
- Compiles and analyzes financial information to review, approve and post journal entries for all general ledger accounts, documenting transactions; analyzes financial information detailing assets, liabilities, and fund balance.
- Interprets general accounting principles and financial procedures to management.
- Assigns, supervises, and reviews the work of professional accountants. Develops work standards and conducts staff performance evaluations. Conducts and coordinates staff training and development.
- Reviews forecasts of anticipated expenses and revenues, ensuring projections are based on valid economic trends.
- Research GAAP and GASB literature to ensure compliance with current standards.
- Assist in enhancing and strengthening overall internal controls and increasing process efficiency and effectiveness.
- Perform other duties and tasks as assigned by the Deputy Controller and/or Controller.

**Education and Experience Requirements:**

- Bachelor's Degree in Accounting. Ten plus years accounting experience. Four years of supervisory experience. CPA or MBA preferred.
- Ability to exercise professional judgment in accounting related matters and principles.
- Good communication and analytical skills.
- Working knowledge of JD Enterprise Accounting System.
- Strong analytical, problem solving, and organizational skills required.
- Strong interpersonal, and supervisory required.

- Ability to balance multiple responsibilities and tasks, work under pressure and meet deadlines required.
- Strong Microsoft Excel, required.

**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 insurance plan
- Life insurance
- 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=493932&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=493932&source=CC2&lang=en_US)

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