

Position Title: Financial Analyst II, Financial Planning & Analysis
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: Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Budget Analyst II to build upon their 50+-year leadership in housing finance. IHDA has financed 250,000+ units of affordable housing for both multifamily developments and single-family homeownership opportunities, in every county of the State.

Under the guidance of the FP&A senior staff, the Financial Analyst II, FP&A is responsible for participating in the Agency's budgeting, planning, forecasting, strategic business assessments, and ongoing financial reporting and analysis. This person will collaborate with Senior department staff, department cohorts, and others across the organization to create, prepare, monitor, and report on various enterprise activities and programs. The Financial Analyst II will enhance commentary around detailed budget monitoring and reporting, monthly financial program performance, and impacts on overall enterprise performance. This role will be responsible for not only supporting, but more importantly, driving, the strategic initiatives of the organization and ensuring successful outcomes through support and financial analysis efforts for departments, providing the rationale, risks, and budget implication assessment that supports the Agency's business decisions. This person shall also participate in the government grant fund draw process ensuring the cash flow needs of the Agency and program teams are met.

Essential Functions:

- Work with program and project managers to develop the organization of program/funding source budgets at a program/project/fund level. Budgeting activity may include scenario budgeting and cost analysis.
- Review department managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations, when applicable, to define and achieve budget goals.
- Support aggregation of program and department budgets together into a consolidated organizational budget.
- Prepare analytical metrics necessary to test budget actuals and prepare accurate forecasts.
- Review all funding requests for merit and prepare appropriate budget spending recommendations.
- Develop and explain recommendations for funding requests to others in the organization.
- Aid department director or other top managers in analyzing proposed plans and find alternatives, when necessary to achieve expected results.
- Monitor program/organizational spending to ensure that it is within budget. Manage receipt, authorization, and processing of budget amendment requests, run scenarios to show impact(s).
- Regularly inform program managers of the status and availability of funds.
- Proactively monitor appropriateness of budgets and estimate future financial needs.
- Monitor budgeting and disbursements, spot issues and provide solution recommendations.
- Participate in activities related to evaluation, initiation, and logging of government grant fund draws.
- Actively participate in drafting department policies and procedures.
- Assist in the creation of program allocation reporting.

- Prepare revenue/expense forecasts, capital projections, and monthly tracking of actual results.
- Develop, maintain, and foster communications to department management and staff.
- Participate in and coordinate inter-agency communication related to budgeting, reporting, draws, and follow-up.
- Reporting and Presentation: Prepare and deliver clear and concise financial reports, presentations, and performance metrics to senior management and executive team.
- Data Analysis and Technology: Leverage financial software and technology to streamline financial processes and enhance data-driven decision-making.
- Financial Analysis: Participate in detailed financial analysis to identify trends, opportunities, and risks and provide actionable recommendations to improve financial performance.
- Assist senior staff and/or other departments with various financial budgeting and analysis projects.
- Other duties as assigned by the FP&A senior leadership.
- Support standardization and automation of processes and technology within the department.
- Provide additional support as needed.

Education and Experience Requirements:

- Bachelor's degree in accounting, finance, or related field, preferred.
- 2 years' experience in accounting, finance, or related field.
- Previous experience using financial/accounting systems.
- Advanced knowledge of Microsoft Excel.
- Excellent communicator with strong writing skills.
- Well-organized, detail-oriented and deadline-driven.
- Ability to work independently, prioritize tasks, work on multiple assignments, and handle ambiguity.
- Ability to work efficiently in a fast-paced team setting.

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=495779&source=CC2&lang=en_US

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