

Position Title: Debt & 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: This role is an analyst position in the Finance Department for the Illinois Housing Development Authority. The department evaluates and monitors general business of the Authority, performs and provides statistical and financial impact 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 Debt and Liability Management Analyst I is responsible for overseeing large financial transactions related to debt and liability management, general disclosures, and various reporting requirements. The Analyst primarily provides research and financial/data 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 ensures debt transactions and their associated components are executed in a timely and efficient manner, and data integrity is maintained at all times. Participates in department, Authority and program analysis and development, coordinates across all affected areas of the Authority to process issues resolution and proactively identifies opportunities to improve business process efficiency. The Debt and Liability Management Analyst will be an integral part of the Finance Department team and will assist with various reporting projects for internal and external constituencies such as rating agencies, auditors, and regulatory entities. This position will assist in review, preparation, and submission of all regulatory, contractual, and general reporting of the Authority. The Debt and Liability Management Analyst may also assist in 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. The position will participate in bond issuance transactions, working with counterparties such as the quantitative consultant (cash flow provider), financial advisor, investment banks, legal counsel, trustees, and rating agencies. As the Finance Department coordinates across all affected areas of the Authority and proactively identifies opportunities to improve business processes and establish best practices, the Debt and Liability Management Analyst may gain exposure to the Authority's key departmental operations.

Essential Functions:

- Participate in review of the financial feasibility, risks and costs, and benefits of existing and new debt through detailed and technical data compilation and analysis.
 - Asset to liability ratio analysis and maintenance
 - Cashflow projections
 - Income analysis
 - Integration of internal/external Financial and Accounting reporting
- Works with quantitative analyst and Trustee(s) in order to facilitate liability oversight and handling of proper recording of debt issuance and ongoing record management.
 - Includes reporting asset performance data to the Quantitative Analyst for redemption analysis
 - Performing in house redemption analysis
- Ensures liability and debt transactions are executed in a timely and efficient manner, and data integrity is always maintained.

- Includes data maintenance of the State's bond management system
- Works with structuring team and other participants in order to facilitate on boarding, continual monitoring, and exit strategies of Authority liabilities and debt.
 - Inclusive of additions to all liability transactions through the payoff and prepayment process of such liabilities
 - Construction Monitoring (as applicable from Finance's perspective)
- Performs impact analysis and reporting on all contracts as applicable.
 - Authority's Volume Cap
 - Standby Bond Purchase Agreements
 - Derivative Mark to Market
 - Remarketing agent performance
 - Other existing credit facilities
- Review and maintain credit analysis on current and prospective clients.
 - Internal review for Letter of Credit application from internal departments.
 - Ongoing monitoring of rating upgrades and downgrades and the subsequent impact from a disclosure and reporting aspect.
 - Perform financial reviews for onboarding potential counterparties and brokers.
- Keeps management and business units abreast of regulatory, statutory, contractual, and/or any other applicable compliance related changes, providing advice and recommendations.
- Participate in bond issuance transactions, working with counterparties such as the quantitative consultant, financial advisor, investment banks, legal counsel, trustees, and rating agencies.
- Additional duties as assigned.

Education and Experience Requirements:

- Bachelor's Degree in business, finance, or a related field and/or 3+ years of relevant work experience in finance, accounting, IT, risk and controls, real estate and/or production operations environment. Possesses experience working with financial and system controls.
- Strong analytical skill, including the ability to work independently and assume responsibility for transactions and / or project deliverables with minimal supervision.
- Excellent organizational skill set and ability to handle multiple assignments.
- Proven experience with reporting tools, software, and other applications.
- Excellent knowledge in importing data for use in report software, spreadsheets and graphs.
- Strong technical skills including the ability to merge data from various sources, write formulas to summarize data, translate data into a user-friendly report, and data mine for necessary drill-down metrics.
- Proficient PC skills, including experience with Microsoft Office Suite. Knowledge of data base systems.
- Effective interpersonal skills. Able to build effective relationships with internal and external partners, and suggest workable solutions.
- Good oral/written communication skills. Ability to convey information in the appropriate style and setting both within written form and oral communications. Ability to communicate effectively with Management.

- Business Acumen - Understands how businesses work. Willingness to learn business strategies, tactics, and information affecting his/her business and organization.

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.
- Salary range: \$69,488-\$86,860

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&source=LI&selectedMenuKey=CareerCenter&jobId=500398>

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