

Position Title: Manager – Internal Controls, Compliance & Enterprise Utilities
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: The Manager Internal Controls, Compliance & Enterprise Utilities is responsible for overseeing the Authority's Accounts Payable, Internal Controls, and Accounting Compliance functions. This role ensures that AP operations align with policies, internal control frameworks are effective, and accounting procedures comply with GASB, and regulatory requirements. The Manager will coordinate audit responses, drive process efficiencies, and support risk mitigation efforts. Preparing monthly, quarterly, and annual financial statements including coordination of month-end close activities. Ensuring compliance with Generally Accepted Accounting Principles (GAAP) and GASB. Maintaining the general ledger system and reconciling sub-ledgers to general ledger account balances. Preparing and/or reviewing appropriate general ledger, payroll entries and reconciliations. Assisting with the annual budgeting process. Assisting with the annual audit process and preparation of audit schedules. Ensuring effective internal controls for all processes.

Essential Functions:

- Accounts Payable Oversight - Supervise and manage the AP team, ensuring timely processing of invoices and payments. Oversee the approval process, cash disbursements, and vendor management. Ensure compliance with procurement policies and vendor due diligence. Monitor AP performance metrics and implement process improvements. Oversee reconciliation of accounts payable and general ledger balances.
- Accounts Receivable Oversight – Supervise and manage the AR process, ensuring timely and accurate processing of AR invoices, reporting, account reconciliation review and general ledger balances.
- Payroll Oversight - Supervision of payroll summary recording, account funding, account reconciliation review and general ledger balances.
- Additional oversight and supervision of the accounts payable, accounts receivable and payroll functions, including proper policies and procedures, internal controls, scheduling expenditures, recording accruals, analyzing variances and accurate financial reporting.
- Manage month-end close activities and prepare monthly, quarterly, and annual financial statements, including variance analysis.
- Analyze financial statements for discrepancies and other issues that should be further investigated. Completes timely audit follow-ups of outstanding findings and retests controls and processes to ensure action plans are complete and sustainable to prevent reoccurrence. Ensure timely audit follow-ups and remediation of findings.
- Internal Controls & Compliance - Develop and implement internal control policies and risk assessment frameworks. Monitor financial compliance, ensuring adherence to established accounting policies. Lead efforts in audit preparation and manage external and internal auditor requests. Conduct internal control assessments, identifying risks and recommending mitigation strategies.
- Assist with annual budgeting process and preparation of schedules/reports.
- Manage general ledger balances and reconcile to sub-ledgers by applicable areas.
- Manage accounting policies and processes to ensure alignment with program reporting requirements and related funding agreements.

- Develop and document business processes and procedures to maintain and strengthen internal controls. Evaluate internal controls by conducting interviews, performing data analysis, and ensuring compliance with departmental and professional standards.
- Preparation and/or review of annual audit financial statements/schedules and year-end audit schedules (PBC's). Assist with both internal and external audit requests.
- Identify continual process improvements to increase accuracy and efficiency of reporting tasks. Research GAAP and GASB literature to ensure compliance with current standards.
- Maintain current policies and procedures for all processes. In addition, creation and maintenance of accounting policies and procedures related to accounting.
- Proactively identify compliance risks across financial processes, taking action to mitigate vulnerabilities related to non-compliance.
- Develop/implement/manage a Risk Control Self-Assessment ("RCSA") /Managers Control Assessment ("MCA") framework for the Accounting function.
- Perform additional duties and projects as assigned by the Senior Director – Reporting, Internal Controls & Enterprise Utilities or Controller.

Education and Experience Requirements:

- BA/BS in Accounting or Finance required.
- At least 7 to 10 years of experience in accounting and financial analysis with a minimum of 2 -5 years of supervisory experience in the financial reporting/general accounting area preferred.
- Governmental experience a plus. Internal Control, Audit experience and CPA or MBA preferred.
- Strong interpersonal, supervisory and customer service skills required.
- Excellent verbal and written communication skills.
- Strong analytical, problem solving, and organizational skills required.
- Ability to balance multiple responsibilities and tasks, a team-player, work under pressure and meet time-sensitive deadlines.
- Strong Microsoft Office skills, especially Excel.
- Willingness to work outside of normal business hours during monthly, quarterly and annual close to meet deadlines.

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: \$94,998 - \$118,747

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=500757&source=CC2&lang=en_US

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