



Opening doors to a better life

Washington State Housing Finance Commission

Commerce Specialist 2

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| Opening Date: | October 5, 2018 |
| Closing Date: | October 17, 2018 |
| Salary: | \$3,871.00 - \$5,077.00 per month (Range 52) |
| Location: | 1000 2 nd Ave., Suite 2700, Seattle, WA Our office is located in downtown Seattle's Financial District on 2 nd Avenue, within walking distance to Pike Place Market and Seattle's scenic waterfront. |

We are recruiting for a non-permanent, full-time **Commerce Specialist 2** position in the Asset Management and Compliance Division of the Washington State Housing Finance Commission (WSHFC). This non-permanent position is expected to last for at least six months.

The **Asset Management & Compliance Division** monitors properties financed with tax-exempt bonds, low-income housing tax credits and other public funding. By working together with its partners, the Division ensures the long-term viability of affordable housing and ensures federal laws and the Commission's Regulatory Agreements are followed. To achieve these objectives, the division employs a training, education, and technical assistance approach with its stakeholders.

Agency Overview:

The WSHFC is a market-driven and self-supporting commission created to provide below-market rate financing for building, purchase or preservation of affordable rental housing, senior housing, non-profit capital facilities, community services, beginning farmers and ranchers, and energy efficiency/renewable energy projects. The Commission helps first-time homebuyers buy their homes. To achieve its goals, the Commission functions as a financing conduit and allocator of tax credits for developers, lenders, investors and non-profit organizations throughout the state to provide affordable financing for rental housing, first-time homebuyers, beginning farmers and ranchers, energy efficiency/renewable energy projects, and cultural and social service facilities.

Principal Responsibilities:

As an integral member of the Asset Management & Compliance team, this position reports to the Director and works closely with the Division Manager to coordinate key technical and administrative functions of the division. The position completes work to ensure federal and state legal requirements are satisfied in the transfer and regulatory release process; conducting technical research and analysis; providing data analysis and content management services;

providing contract and finance support; and providing advanced level professional administrative support.

Duties include:

Process transfers and regulatory releases for monitored properties. Working with attorneys, owners, managers, brokers, and internal staff as necessary, collect all required documents, process checks, draw up legal documents for signature, submit to escrow, update internal database with transfer-related documents and notes, and archive old transfer materials.

Process preservation related work-outs and repositioning requests. This includes analysis of request documents, coordination with staff to gather project details, and tracking legal documents through signature, notarization and recording process.

Coordinate with utility allowance consultant to close out utility allowance reviews. Answer questions and provide assistance to third-party utility allowance consultant. Identify missing information, answer questions and follow up with stakeholders as needed. Run reports from database and coordinate with internal staff on utility allowance updates as needed.

Provide data research, reporting and data entry as needed. Review data in internal database and conduct data research as needed for compliance-related activities or proposed changes. Provide feedback on proposed applications.

Prepare contract documents, Statements of Work, process invoices for billing and keep track of contract milestones for document processing. Draw up contract documents, update Statements of Work yearly for billing purposes, send out for contractor and internal signatures, review invoices.

Maintain archival database and forms, updating records management business processes as needed, provide technical training to support staff, work with attorney and State Records Management office to update retention schedule as needed.

Provide administrative back-up as needed and provide daily physical presence in the Seattle office to act as support for out-of-office staff and last-minute tasks. Fill in as necessary to complete other administrative tasks including travel preparation, meeting notes, invoice processing, survey feedback collection, administrative tasks for Spokane office and other duties as needed.

Qualifications: We are most interested in candidates who meet or exceed the following criteria:

- A Bachelor's degree in business administration or closely allied field and demonstrated experience with processing legal documents and working with attorneys. Professional administrative/legal/technical/analysis work experience may be substituted for education on a year-for-year basis. .
- **Computer Skills:** Proficient skills in MS Office suite, including Word, Excel, Access, PowerPoint. Demonstrated experience using customer relations databases and content management systems for analysis and reporting.
- **Coordinating and Organizing:** Ability to effectively coordinate technical and administrative activities, including ability to prioritize tasks and ability to effectively

engage with internal staff when guidance or advice may be needed to resolve a stakeholder issue.

- **Managing records:** Demonstrated experience with processing sensitive documents and/or maintaining records management systems.
- **Verbal and Written Communication:** Good verbal and written communication skills - able to present information in a clear, concise, and logical manner.
- **Customer Service:** Professional, courteous and timely in all interactions with external parties and internal staff.

Candidates must also demonstrate a high level of competency in the following areas:

Analytical Skills: The ability to visualize, articulate, and solve both complex and simple problems and concepts and make decisions that are sensible and based on available information. Such skills include demonstration of the ability to apply logical thinking to gathering and analyzing information, designing and testing solutions to problems, and formulating plans.

Computer Skills: Ability to create documents such as legal documents, letters, memos, and reports that are complete, clear, and understandable. Independently performs complex word processing tasks. Demonstrates technical knowledge and skill in using Excel spreadsheet software, to create, modify, and format spreadsheets, find and replace data, and work with basic formulas and functions. Demonstrates technical knowledge and skill using complex databases and spreadsheet software to develop and maintain records, reports or forms. HTML and Adobe experience a plus.

Coordinating and Organizing: Effectively coordinates and prioritizes technical and administrative tasks to ensure smooth and efficient operation of division work. Identifies and procures or reserves tools, displays, information, and other necessary resources. Is an effective communications link and reliable source of information for others. Remains constantly aware of who needs to be informed of changes or new developments and ensure that they receive clear communications.

Managing records: Collects, organizes and stores documents and information and maintains an effective retrieval and distribution system. Consistently and accurately documents information or updates records so that they reflect the most current information and form a complete and understandable account of changes, decisions, activity, and work performed.

Verbal and Written Communication: Explains or presents information in a clear, concise, logical manner. Effectively conveys ideas and information in writing and speech using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader. Ensures that all necessary details, steps, references, reasons, and other pertinent information are included in the written document. Accurately proofreads written material, identifying and correcting errors in grammar, punctuation and spelling. Ability to communicate with management/executive-level staff and attorneys in a diplomatic, professional manner in order to accomplish projects and to meet important deadlines.

Customer Service: Provide administrative back-up as needed and provide daily physical presence in the Seattle office to act as support for out-of-office staff and last-minute tasks. Demonstrates courtesy and a professional attitude in handling requests or complaints from the public, all staff members, and others. Consistently and proactively responds to written/verbal communication in an effective and timely manner

Benefits:

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 11 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; and credit union memberships.

Application Procedures:

Interested applicants should submit their resume, cover letter, and reference materials by email (our preferred method), fax or postal service by **Wednesday, October 17, 2018** to:

**Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 Second Ave., Suite 2700
Seattle, WA 98104.**

Electronic submissions may be sent to: cindy.felker@wshfc.org.

Voice/Message: (206) 287-4402 or 1-800-767-HOME

Fax: (206) 587-5113, or visit our **Web Site:** <http://www.wshfc.org>.

In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at cindy.felker@wshfc.org, or at 206-287-4402.