



Opening doors to a better life

Washington State Housing Finance Commission
Washington Management Service (WMS) Recruitment Announcement

Grant Management Analyst/Accountant

Opening Date: February 22, 2021

Closing Date: March 5, 2021

Salary: \$73,500 - \$86,472 annually expected, depending on qualifications;
Range maximum: \$99,444 annually

Location: 1000 2nd Ave., Suite 2700; Seattle, WA 98104. Our office is located in downtown Seattle's Financial District on 2nd Avenue, within walking distance to Pike Place Market and Seattle's scenic waterfront.

**In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being located in King County.

This challenging position will lead the financial recordation processes, consult and advise management in proper structuring, develop and provide accurate, timely and complete financial reporting, monitor and ensure compliance with federal, state, grantor and Commission and partner financial management requirements, and become the finance division's subject matter expert in the Program Related Investments (PRI), grants and Homeownership programs managed by the Commission.

The Finance Division of the Washington State Housing Finance Commission (the Commission") monitors, records, summarizes and reports all financial transactions, oversees the system of internal controls to ensure that assets are safeguarded and that financial activities conform to Federal and State regulations, and monitors and manages outstanding bond debt.

The duty station for this position is Seattle, WA. Due to the COVID-19 pandemic, telework (mobile-work) is currently expected. When we are approved to return to the office, the incumbent is expected to report to the Seattle office for work activities. Partial telecommuting and alternative workstations are also options subject to supervisory approval.

Who we are:

The Commission is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for developers, lenders, first-time home buyers, real estate professionals, beginning farmers and ranchers, and non-profit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize or impact the state's credit.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Principal Responsibilities:

- Manage the verification and receipt of the proper revenue from master servicer's sale of Commission-originated loans when they are pooled into mortgage-backed securities (MBSs) and sold.
- Manage the Commission's warehouse line for loan purchases, ensuring the receipt of the proper principal and interest on loans pooled in MBSs, including funds due to Line of Credit providers.
- Monitor the Commission's portfolio of outstanding loans with the master servicer to assure accurate and complete collection of the Commission Servicing Remainder.
- Ensure implementation of Program Related Investments (PRI), grants and Home Advantage loan purchase, sales and downpayment assistance programs according to the operational and financial needs of the Commission.
- Prepare and provide detailed reports to funders, management and the Commission
- Develop and provide training on grants management and reporting requirements.
- Identify and develop strategies to optimize the processes in area of responsibility.
- Consult and advise management in the proper structuring of programs as the finance division's subject matter expert.
- Implement and manage PRI investments and contracts in regard to financial recordation, becoming the finance division's subject matter expert.
- Review and manage PRI draw requests, ensuring accuracy of request, necessary documentation provided and remaining available funds.
- Reconcile partner investments, related receivables and loan balances, principal and interest allocations due back to partners, including preparing reports and requests for payment as required by agreements.
- Design, develop and document the reporting process, train appropriate staff on proper use, and maintain the system for new grants programs as needed.
- Analyze each grant agreement and its program requirements. Develop a plan for implementation of the required fiscal systems and reporting, obtain approval and implement the plan. Monitor the grant and ensure that the Commission is in compliance with fiscal requirements and ensure program requirements are met by the administering program area.
- Review and manage grant draw requests, including review of accuracy of request, necessary documentation, and compliance with grant or contract requirements.

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

A Bachelor's degree in Accounting, Finance or Business Administration and three years of professional experience including: Generally Accepted Accounting Principles (GAAP), Financial Accounting Standard Board (FASB) standards and Governmental Accounting Standards Board (GASB) Standards.

General knowledge of finance operations and analysis; computer hardware and software applications, including automated accounting systems.

Skills to:

- Adjust quickly to changing work priorities
- Willingness to learn and apply new or complex concepts
- Interpret complex legal documents

- Interpret and apply accounting standards
- Recognize and solve difficult and complex accounting and business problems
- Complete work in an accurate and timely manner
- Communicate effectively, both verbally and in writing
- Work with minimal supervision and collaboratively across organization lines
- Exercise good judgment
- Promote a positive work environment to support the mission, vision and values of the Commission

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; credit union memberships; alternate workweek schedules, and telecommuting.

Application Procedures:

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement by email (our preferred method), fax or postal service by March 5, 2021 to:

**Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 2nd Ave., Suite 2700
Seattle, WA 98104**

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

Fax: (206) 587-5113

E-mail: cindy.felker@wshfc.org

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.**

Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

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. Only those individuals who clearly demonstrate the stated qualifications will be considered.

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. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged 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.

