



*Opening doors to a better life*

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

## **Senior Controller**

**Opening Date:** November 20, 2020

**Closing Date:** December 4, 2020

**Salary:** \$101,352 to \$117,564 annually expected, depending on qualifications;  
Range maximum: \$136,308 annually

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

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

The Washington State Housing Finance Commission ("the Commission") is seeking to hire a **Senior Controller**. This position will offer a challenge to an experienced financial professional with strong leadership skills.

The Senior Controller manages the accounting function for all of the Commission programs, prepares and distributes timely and accurate financial statements and bond disclosure reports for the outstanding bond indebtedness of the Commission. This position oversees the annual budget process, and participates in policy development and implementation. The Senior Controller must maintain a current knowledge base of GAAP, FASB and GASB standards as they apply to operating and bond funds of the Commission in order to assist in the maintenance of the financial integrity of the Commission. The Senior Controller will also perform a similar role for our Affiliate Agencies: the Washington Higher Education Facilities Authority (<https://www.whefa.org>) and the Tobacco Settlement Authority (<https://www.tsa-wa.org>).

The Finance Division of 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.

**Key Responsibilities:**

Provide strong leadership, team building, problem solving and interpersonal guidance to the Finance Division members. Support effectiveness of employees through timely appraisal and professional development opportunities. Support effective communications throughout the organization.

Design, implement and manage procedures and processes to assure appropriate internal control, proper and accurate recording, reconciliation, and reporting of existing programs and new initiatives.

Manage the application of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) & Financial Accounting Standards Board (FASB) pronouncements, as applicable.

Oversee the daily activities of the Division's General Operations and Program-Related Investments programs and manage the Bond Portfolio Management of the Commission.

Oversee the preparation and distribution of timely and accurate financial statements and bond reporting. Monitor and improve the internal control structure.

Review interim financial statements of General Operations, Program Related Investments and Bond Portfolio Management (including parity reports), to assure errors and/or omissions are addressed.

Lead the independent audit process, including preparation and oversight of workpapers, footnotes, statement layout and end product. Lead the State Auditor's office annual accountability audit.

Supervise the management and monitoring of Commission reserves and Program-Related Investments to assure the agency realizes an effective return from those resources and invests them in accordance with approved policies.

Oversee compliance with the bond and loan covenants, assuring the proper flow and accounting of funds to maintain agency credibility so critical in the marketability of our bond issues.

**Desired Qualifications:**

Bachelor's degree in accounting, finance, or Business Administration and five years of experience at a comparable level, including responsibility for internal controls. Competency with industry practices including GAAP, Financial Accounting Standards Board (FASB) and GASB standards, and Auditing.

General Knowledge of budgeting theory; Tax-exempt bonds and investments; Finance operations and analysis, computer hardware and software applications (including automated

accounting systems); contemporary management theory and strategic planning; hiring practices; and three years supervisory experience.

Skills to adjust quickly to changing work priorities; interpret complex legal documents (working with attorneys as necessary); interpret and apply accounting standards; complete work in an accurate and timely manner; communicate effectively; hire, train, evaluate and provide coaching and mentoring to staff; initiate corrective action as needed; work with minimal supervision and collaboratively across organization lines; and exercise good judgment.

**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 **December 4, 2020** to:

**Cindy Felker, Human Resources**  
**Washington State Housing Finance Commission**  
**1000 2<sup>nd</sup> 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](mailto:cindy.felker@wshfc.org)

**Web Site:** <https://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](mailto:cindy.felker@wshfc.org), or at 206-287-4402.