



Opening doors to a better life

Fiscal Analyst 4

Posting Date: July 31, 2017
Closing Date: August 11, 2017
Salary: \$4,399 to \$5,770 monthly, depending on qualifications.
Location: 1000 2nd Ave., Suite 2700, Seattle, WA
Our office is located in downtown Seattle's Financial District on 2nd Avenue and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

We are currently recruiting for a **Fiscal Analyst 4** position in the Finance Division of the Washington State Housing Finance Commission. This challenging position will work closely and support the General Operations Manager and the Grants Management Analyst completing mission critical tasks; assisting the Commission in providing accurate and timely financial information on the Commission's general and program investment operations to enhance acceptance of future program activities, guide management decisions, and support the Commission's programs. This position will perform similar functions for two small affiliated agencies, the Tobacco Settlement Authority (TSA) and the Washington Higher Education Facilities Authority (WHEFA).

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.

Agency Overview:

The WSHFC is a market-driven and self-supporting commission created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities, assisting first-time homebuyers and beginning farmers, and finding financing solutions for energy efficiency and renewable energy (EERE). To achieve its goals, the Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, and nonprofit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize the state's credit.

Principal Responsibilities:

- Reconcile and prepare journal entries for a 94.4 million managed investment portfolio and money market investment accounts. Explain any differences between the

investment manager and custodian. Draft comments regarding variance for monthly financial statements.

- Complete the month end closing process and draft financial statements for WHEFA and TSA.
- Support Finance Division by attaining cross training in various financial data uploads, grant invoicing, reconciliations of sales of mortgage-backed securities, and the accounts payable process.
- Prepare payroll related journal entries and reconciliations. Prepare draft state and federal reports.
- Prepare monthly complex reconciliations of down payment assistance and other loan programs preparing proposed correcting entries as necessary.
- Prepare detailed and summary mortgage servicing statements for reimbursement of program investors, including confirming loan by loan allocation and balances to mortgage servicer statements.
- Prepare loan setup records in Microsoft Dynamics NAV, including recurring ACH payment setup. Maintain loan documents and files.
- Assist in oversight of grants.

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

Education: Bachelor's degree in accounting with 18 quarter or 12 semester hours in accounting, auditing, or budgeting and three to four years of relevant professional experience. Professional experience may substitute for educational degree but not the specific credit hours required.

Candidate must have experience in preparation and analysis of financial statements, assisting with coordination of financial audits, assisting with the development and implementation of financial operation processes, and analyzing and resolving complex account reconciliations.

Competence in:

- Accounting software
- Electronic spreadsheets

Skills to:

- Adjust quickly to changing work priorities
- Willingness to learn and apply new or complex concepts
- Interpret and apply accounting standards
- 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.

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 **August 11, 2017** 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. 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. 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.