



Opening doors to a better life

Senior Controller

Posting Date: February 29, 2024

Closing Date: Open until filled. Applicants are encouraged to apply as soon as possible as the review process will begin March 14, 2024

Salary: \$9,669 to \$12,908 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.

In addition to the salary posted above, this position will receive an additional 5% premium pay due to the position being located in King County.

We are currently recruiting for a **Senior Controller** position for the Washington State Housing Finance Commission. 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, assures the preparation and distribution of 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 Finance Division records, monitors, and reports all financial transactions for the Housing Finance Commission the Washington State Higher Education Facilities Authority ("WHEFA") and the Tobacco Settlement Authority ("TSA"). While a discrete functional area of the Commission, the Finance Division's responsibilities span all other business units of the organization.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of teleworking and complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.

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:

Provide strong leadership, team building, problem solving and interpersonal guidance to 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. 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 and single audits as necessary.

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 manages 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.

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

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.

Design, implement and manage procedures and processes to assure proper and accurate recording, reconciliation and reporting of new and existing programs related to the Home Advantage program, a mortgage origination program using the to-be-announced mortgage-backed securities program.

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

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 five 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.

Desirable Education:

GFOA's Certified Public Finance Officer. Certified Public Accountant (CPA) license preferred but not required.

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.

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 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>

Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin March 14, 2024.

Please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials. 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.

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.