



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

Financial Administrative Assistant 4

Posting Date: May 29, 2024

Closing Date: Open until filled. *Applicants are encouraged to apply as soon as possible as the review process will begin June 12, 2024.*

Salary: \$3,883 to \$5,214 per month, depending on qualifications. (Range 46).

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 is currently receiving an additional 5% premium pay due to the position being located in King County.

We are currently recruiting for a full-time **Financial Administrative Assistant 4** position which performs financial duties and provides administrative assistance to the Senior Director of Finance and the Senior Controller of the Washington State Housing Finance Commission. The Finance division is responsible for managing the overall accounting, treasury, and financial reporting of the Washington State Housing Finance Commission (WSHFC), Washington Higher Education Facilities Authority, and the Tobacco Settlement Authority. **The successful candidate for this position must be customer service focused and be highly skilled at working with number intensive documents and financial software.**

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. 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:

- Prepares, compiles, reconciles, and distributes financial reports and documents.
- Developing and executing sustainable, real-time financial transaction reports and summaries, charts and statistics using data sources and tools including accounting systems, Microsoft Office, the Salesforce-based HomeBase application and other information. Maintains complex data sets including data validation. Performs initial analytics at an agency or bond portfolio level for professional staff.
- Performs initial analytics at an agency or bond portfolio level to assist management in identifying areas of concern or those that need additional detailed analysis by professional accounting staff.
- Verifies trustee interest payment calculation, redemptions, and arbitrage compliance is completed in accordance with bond closing documents.
- Serves as agency resource for travel contact administration; administers the online travel reservation system for the agency. Makes travel arrangements and assists with travel reimbursement requests for division staff. Supports, assists and trains staff in other divisions with similar duties.
- Coordinates purchasing, travel and meeting arrangements, budget administration and other general office tasks for the division.
- Compiles and finalizes the division's policy manual in consultation with division staff, including the drafting and reviewing of policies, tracking the completion of policies according to the established revision schedule and implementation of an on-line posting/storage linkage system.
- Prepares correspondence for the Senior Director; exercising signature authority on administrative correspondence.
- Serves as primary contact for the Senior Director; screens visitors and calls or meeting requests from internal staff, clients, and outside partners.
- Acts as a liaison between the Senior Director and other division and agency staff members, transmitting assignments and requesting status information.

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

1. Ability to plan, organize, and prioritize tasks and follow through on assignments with minimal supervision, under condition of fluctuating workflow and frequent interruptions and distractions.
2. Mathematical skill sufficient to calculate ratios, rates and percentages and other financial information with speed and accuracy. Ability to use mathematical skills sufficient to compute and summarize figures and verify accuracy of financial reports and invoices.
3. Ability to design and review spreadsheets and reports to ensure accuracy and appropriateness of presentation.
4. Experience in financial management practices, including a basic understanding of internal controls, sufficient to analyze transactions and activity to determine whether they comply with regulations, terms and conditions.
5. Working knowledge of general business and accounting policies especially with respect to general ledger, accounts payable, travel, budget, contracts and grants and payroll and financial data collection and dispersal.
6. Ability to exercise independent judgment and critical thinking.
7. Experience with Microsoft Office products with excellent skills in Word, Excel, PowerPoint, and Outlook.

Desired Qualifications:

1. Experience in reading and interpreting information from policy and procedure documents.
2. Knowledge of and experience with financial software platforms, including spreadsheets and databases in order to input and report financial information.

3. Ability to initiate and maintain cooperative relationships with coworkers, managers, supervisors, customers/clients, and members of the public. Ability to respond to conflict or problems in the workplace with equanimity.
4. Ability and willingness to learn new skills and tasks and to maintain an open approach regarding performance feedback and guidance.
5. Ability to perform multiple, diverse assignments simultaneously and meet deadlines with a minimum of supervision, keeping supervisor advised of progress and problems.
6. Skill in preparing concise, logical memoranda, letters, and documentation regarding departmental policy and procedures and in communications with staff, stakeholders and the general public.
7. Ability and willingness to provide excellent, consistent service to internal and external customers.

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; 12 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 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 June 12, 2024.

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, racial and ethnic minorities, 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.