



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

Accountant/Fiscal Analyst 4

Posting Date: January 16, 2025

Closing Date: Open Until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is January 31, 2025.*

Salary: \$4,865 to \$6,539 monthly, depending on qualifications.

Location: Hybrid remote and onsite at 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 in King County.

We are currently recruiting for a full-time Fiscal Analyst 4 position which will be the principal assistant to the General Operations Manager and is responsible for managing and maintaining the accounts receivable functions and recording of operations revenue and receipts for the Commission. The Finance division is responsible for managing the overall accounting, treasury, and financial reporting of the Washington State Housing Finance Commission (WSHFC), and Washington Higher Education Facilities Authority.

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 are required to come onsite at least once a week and may need to come in more frequently based on Division needs. 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 agency created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities. 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, civic and social services facilities, energy conservation projects and first-time farmers and ranchers.

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:

- Responsible for overseeing and implementing all phases of the accounts receivable process, including preparing invoices and account statements, and collecting overdue accounts.

- Prepares and reviews entries for the accounts receivable module and general ledger related to the Commission's semi-annual and one-time program fees, application fees, miscellaneous fees, and other revenue categories.
- Collaborates with division staff to determine program requirements and ensure accurate recording of receivables and revenue.
- Performs general ledger and receivable reconciliations, including monthly entries, accruals, and adjustments.
- Reviews revenue and receivable accounts, cost reimbursement, and refund payables for accuracy, timeliness, and completeness.
- Compiles financial reports, including monthly accrual reports, accounts receivable monthly balance reports, and other related reports.
- Verifies the accuracy of financial statements and reports on any significant changes.
- Develops and updates accounting manuals and procedures.
- Coordinates with and trains staff in procedures based on departmental, state, and federal requirements.
- Recommends processes to improve fiscal control, efficiency, and compliance with requirements.
- Interprets Federal, State, OFM, and Commission fiscal policies and procedures and educates staff on changes to those policies.
- Conducts systematic testing of accounting system upgrades.
- Acts as backup to other fiscal staff as needed.

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

- Three to four years of professional level accounting or finance experience, with a combination of one or both of the following:
 - Applying state and federal financial rules, regulations, and policies.
 - Analyzing and interpreting financial reports in order to adjust entries, correct discrepancies and prepare documents; research transaction records and other fiscal records to ensure accuracy.
- Proficiency in Microsoft Office products such as Word, Excel, PowerPoint, and Outlook

Desirable Skills:

- A Bachelor's degree or higher in Accounting, Business Administration, or a closely allied field, which includes 18 quarter or 12 semester hours in accounting, auditing, budgeting or finance
- Certifications such as CPA (Certified Public Accountant), Internal Auditor, Certified Governmental Financial Manager or Management Accountant

A combination of skills, abilities, experience, and education may be substituted to demonstrate that you are qualified for this position.

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:

Applicants who meet the qualifications are asked to submit **all** the following items to be considered for this position:

- [Completed NEOGOV online application.](#)
- Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
- List of three or more professional references,
- Current resume indicating relevant experience, knowledge, skills, and education.

Web Site: <http://www.wshfc.org>.

Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled. First review of applications is January 31, 2025

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

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

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.

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 the WSHFC Recruiting Team at Christopher.vasquez@wshfc.org or at (206) 287-4439.