



WASHINGTON STATE  
HOUSING FINANCE  
COMMISSION

*Opening doors to a better life*

## Program Compliance Administrator

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**Posting Date:** March 13, 2025

**Closing Date:** Open Until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is March 27, 2025.*

**Salary:** \$7,767 to \$10,552 Monthly

**Location:** Hybrid remote and onsite at 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 and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

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\*\*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.

The Washington State Housing Finance Commission (WSHFC) is currently recruiting for a full-time, permanent **Program Compliance Administrator** position in the Homeownership Division.

The Program Compliance Administrator oversees the administration of in-house programs for single-family homeownership. They manage daily files and workflow, and plan, lead, organize, and control the work performed by the organization, work units, or programs. They are responsible for managing and analyzing a large volume of detailed information while maintaining a broad perspective on improving business practices and systems. The Program Compliance Administrator helps develop policies and procedures that support the agency's goals and strategic plan. They ensure the appropriate and optimal use of the agency's resources, support effective communication throughout the organization, and maintain the highest standards of personal, professional, and ethical conduct.

The Homeownership Division administers all homeownership and homebuyer education programs. This Division is one of five divisions within the Washington State Housing Finance Commission. This position reports to the Manager of the Homeownership Division.

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 on-site work and meetings as needed. Employees are required to work in the Seattle office 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:**

- Ensures adherence to all regulatory requirements with IRS programs, such as House Key, MCC loans, daily priced programs, and down payment assistance loans.
- Independently review, interpret, and apply complex federal and state codes, local ordinances, policies and procedures.
- Manage program fund allocation.
- Monitor and track daily loan reservation and purchase transactions daily.
- Provide prompt and effective technical support to lenders regarding the reservation system.
- Generate and maintain detailed reservation system reports.
- Review and approve pre and post purchase loan files for program compliance, evaluating and monitoring lender compliance with applicable agreements and program requirements within 2 business days of receipt.
- Perform daily assessments of loan underwriting to ensure compliance with IRS or other program guidelines.
- Offer professional counsel to lenders on compliance issues and manage file corrections.
- Provide expert guidance on homeownership programs to lenders, realtors, housing organizations, and the public.
- Develop and deliver comprehensive training for lenders on loan program procedures.
- Conduct post-closing and servicing quality control audit reviews and resolve loan discrepancies with investors and lenders.
- Produce detailed lender performance reports for management review.
- Lead team projects and collaborate with management to implement process improvements.
- Develop strategic program reports and provide actionable recommendations to management.
- Develop and maintain knowledge of investors, including Fannie Mae, Freddie Mac, Ginnie Mae, IRS guidelines, and state and local guidance.
- Actively participate in racial equity and strategic planning goals to achieve both division and agency-wide diversity, equity, and inclusion objectives.
- Complete special projects as assigned by management.

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

- Proficiency in IRS compliance including knowledge of compliance income calculations.
- Demonstrated understanding of FHA, VA, USDA, and conventional underwriting guidelines.
- Demonstrated experience of single-family underwriting or loan processing experience.
- Working knowledge of House Key state bond loan program and down payment assistance programs.
- Skilled in quality control in accordance with Fannie Mae, Freddie Mac, and Ginnie Mae guidelines
- Strong computer skills
- Strong customer service focus and a positive attitude.

**Desirable Skills:**

- Bachelor's degree in business administration, public administration or related field

**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: Please use the following link to do so: <https://www.governmentjobs.com/careers/washington/jobs/4869704/program-compliance-administrator>
- Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
- List of three or more professional references (all references must be current and/or former supervisors),
- 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 March 27, 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](mailto:Christopher.vasquez@wshfc.org) or at (206) 287-4439.