



WASHINGTON STATE  
HOUSING FINANCE  
COMMISSION

*Opening doors to a better life*

## Controller

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- Posting Date:** March 31, 2025
- Closing Date:** Open Until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is April 14, 2025.*
- Salary:** \$8,775 to \$11,876, depending on qualifications.
- 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.

We are currently recruiting for **up to two Controller** positions for the Finance division. This position will offer a challenge to an experienced financial professional with strong leadership skills. The 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 Controller must maintain a current knowledge base of GAAP, FASB and GASB standards as they apply to operating and bond funds of the Commission to assist in the maintenance of the financial integrity of the Commission. The Controller will also perform a similar role for our Affiliate Agency: the 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:**

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 manage the Bond Portfolio Management of the Commission. Oversee the preparation and distribution of timely and accurate financial statements, bond reporting, and required reporting to Fannie Mae, Freddie Mac, and Ginnie Mae. 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 Related Investments 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 our Single-Family programs, particularly as it relates to our Seller/Service efforts.

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

- Proven experience in a comparable level role with significant responsibility for establishing and maintaining effective internal controls.
- Strong understanding of industry practices: Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) standards, and Auditing principles.
- Experience managing tax-exempt bonds and investments, coupled with a background in finance operations and analysis, competence in utilizing computer hardware and software applications (including automated accounting systems), and familiarity with contemporary management theory and strategic planning principles
- Demonstrated success in hiring, coaching/mentoring, and supervising staff
- Ability to quickly adjust to evolving priorities, interpret complex legal documents (with potential collaboration with legal counsel), and apply accounting standards effectively.
- Proven ability to complete work with high accuracy and within established timelines.
- Excellent communications skills and able to collaborate effectively across organizational teams
- Capacity to work with minimal supervision, exercise sound judgment, and proactively address challenges.

## **Desirable Skills:**

- A Bachelor's degree or higher in Accounting, Business Administration, Finance or a closely allied field

- Certifications such as CPA (Certified Public Accountant), GFOA's Certified Public Finance Officer, 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. Please use the following link to do so:  
<https://www.governmentjobs.com/careers/washington/jobs/4888709/controller>
- 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 April 14, 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.