



Opening doors to a better life

Assistant Manager - Accounting Operations

Posting Date: March 30, 2026

Closing Date: Open Until Filled. *Applications will be reviewed on a rolling basis, with first review of applications on April 13, 2026.*

Salary: \$7,261 to \$9,822 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.**

The Washington State Housing Finance Commission is seeking an Assistant Manager for the Finance Division. The incumbent's primary focus is supporting the General Operations Manager, including performing their duties in their absence.

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.

As a leader within the general accounting team, they will play a critical role in the transition to a new timecard system, development of payroll related policies, and managing general operations function. This role is essential to ensuring the Commission's continued goal of transparency and risk management necessary to maintain internal and external trust.

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 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 leadership, oversight, and training to General Accounting and payroll staff, serving as the primary backup to the General Operations Manager.
- Develop and monitor policies governing all general operations and payroll functions to maintain compliance with state laws, GAAP, and internal controls.
- Periodically monitor fiscal health using key metrics to provide insights and recommendations for continuous improvement.
- Manage month-end, quarter-end, and year-end financial statement close processes, verifying that reconciliations across all systems are accurate and timely.
- Review and approve journal entries, vendor payments, travel reimbursements, and interfund allocations.
- Oversee accounts payable, accounts receivable, and cash receipt transactions, confirming all data is reconciled with daily bank statements.
- Direct the total payroll function, including the development of processing methods, work procedures, and pay schedules.
- Review and approve payroll batches for release to the statewide accounting system, validating the accuracy of financial coding.
- Coordinate payroll policies with the fiscal office and department heads and conduct payroll processing training for staff to uphold system integrity.
- Prepare and oversee financial reports, business analyses, and investigations of transactions for auditors or executive leadership.
- Work on additional special projects throughout the year as identified by management and perform other duties as assigned.

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

- Substantial professional experience in accounting or a closely related financial field
- Progressive experience in a supervisory or lead capacity, including staff development and strategic planning
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and accounting policies (including payroll, accounts payable, or accounts receivable)
- In-depth understanding of the Washington State Operating and Capital budget processes and fiscal policy impacts
- Proven ability to collaborate and resolve complex issues while communicating effectively with diverse interested parties
- Ability to translate complex fiscal and budget information into actionable insights for internal leadership and external partners
- Proficiency in financial management tools (such as AFRS or Workday) and advanced skills in Microsoft Office (Excel, Word, Teams)
- Strong written, verbal, and presentation skills with the ability to convey financial information
- Ability to cultivate working relationships with Office of Financial Management partners, legislative fiscal committees, and other state agencies
- Ability to take action to learn and grow: Takes responsibility for increasing skills in new technologies and skills to make government programs and processes more efficient and effective to serve all Washingtonians.
- Ability to take action to meet the needs of others: collaborating across diverse backgrounds and customer-service focused, while demonstrating a willingness and ability to empathetically respond to the unique needs of the people they work with and serve.

Preferred/Desired:

- Bachelor's degree or higher in Accounting, Finance, Business Administration, or a closely related field
- CPA license
- GFOA's Certified Public Finance Officer designation
- Certified Governmental Financial Manager or Management Accountant

- Extensive experience processing payroll and investigating discrepancies within the Washington State Payroll System.
- Familiarity with the State Administrative & Accounting Manual (SAAM) and Governmental Accounting Standards Board (GASB) standards.
- Direct experience with the Agency Financial Reporting System (AFRS)

A combination of skills, abilities, experience, and education may be substituted to demonstrate that you are qualified for this position. If you don't meet all the qualifications, we still encourage you to apply. We value diverse experiences and perspectives, and you may have skills that are a great match for our team

Benefits/Salary:

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.

The hiring range for this position is \$7,261 to \$8,541 Monthly. However, the full salary range for this position is \$7,261 to \$9,822 Monthly. We may go higher based on the following: experience, internal equity, and market. Salary is negotiable.

Application Procedures:

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

- Completed NEOGOV online application:
<https://www.governmentjobs.com/careers/washington/jobs/5289819/assistant-manager-accounting-operations>
- 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 supervisor/managers)
- 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 be open until filled. First review of applications is April 13, 2026.

Please include your name and 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.