



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

Program Investment/Bond Accounting Analyst

Posting Date: June 10, 2026

Closing Date: Open Until Filled. *Applications will be reviewed on a rolling basis, with first review of applications on June 24, 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 a Program Investment/Bond Accounting Analyst for the Finance Division.

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 incumbent will share responsibility for the tactical implementation, administration and daily activities of the Commission's Single Family, Multifamily, Nonprofit, and Beginning Farmer/Rancher bond portfolios as well as the Washington Higher Education Facilities bond portfolio. This position is responsible to assure the financial integrity and contractual compliance of the bond portfolio at the transactional level. This position monitors compliance with bond and loan covenants, assuring the proper flow and accounting of funds. Additionally, this position shares similar responsibilities for the Program Related Investments (PRI) portfolio.

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:

- Review, summarize and record transactions from data provided by contractors such as trustees, program administrators, and servicers.
- Reconcile data provided to system generated expectations and investigate and resolve discrepancies.
- Assure compliance with program-related, contractual and legal obligations of the bond financings and PRI programs.
- Monitor the performance of trustees and other servicers and review and approve transactions prepared by others for reasonableness.
- Compile quarterly and semi-annual financial statements, bonds outstanding, parity, semi-annual bond proceeds use report, and quarterly PRI financials.
- Assure the accuracy of bond transaction cash flows detailed in bond closing documents, participate in bond closings, and initiate new bond issues into the financial systems.
- Monitor, track, and reconcile monthly Single-Family bond MBS settlements, Home Advantage MBS settlements, and acquisition fund disbursements.
- Prepare amortization schedules, loan statements, and payoff invoices, and reconcile PRI loan balances between servicers, general ledger and servicing system expectations.
- Compile periodic disclosure reports for the secondary market, respond to inquiries, and provide bond program information to investors and other parties.
- Prepare lead schedules, confirmation reconciliations, footnote information, and other data for the annual external audit and respond to auditor inquiries.
- 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, finance or a closely related field
- Proven experience in public-debt financing, loan/fund/trust accounting, and specific industry practices including financial review and analysis.
- Strong understanding of accounting principles (GAAP), auditing standards and principles, and accounting standards by GASB & FASB.
- Competency in finance and investment principles, including collateralized debt mechanisms (such as FNMA, GNMA, and letters of credit).
- Capacity for policy formulation and analysis, blending contemporary management theory with practical financial oversight.
- Proven capability to execute rigorous financial reviews, analyze complex data sets, and maintain precise accounting records.
- Proficiency in financial management tools (such as AFRS or Workday) and advanced skills in Microsoft Office (Excel, Word, Teams)
- 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

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 \$8,542 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/5373498/program-investment-bond-accounting-analyst?keywords=bond%20analyst&pagetype=jobOpportunitiesJobs>
- 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 June 24, 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.