Opening doors to a better life

Washington State Housing Finance Commission
Washington Management Service (WMS) Recruitment Announcement

Accounting Manager

Opening Date: June 1, 2015

Closing Date: Open until filled, with preference for applications received by June 16, 2015. Applications received after that date will be reviewed at the discretion of the Commission.

Salary: $68,235 - $93,015 annually, depending on qualifications (WMS – Band 3)

Location: 1000 2nd Ave., Suite 2700; Seattle, WA 98104
Our office is located in downtown Seattle’s Financial District on 2nd Avenue, within walking distance to Pike Place Market and Seattle’s scenic waterfront.

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.

This challenging position manages all accounting functions of two funds of the Commission, the general operating and program investment funds, by ensuring timely and accurate financial reporting, leading the annual budget process, overseeing two staff responsible for accounts receivable, accounts payable and payroll operations, and developing and implementing related policies.

Agency Overview:

The Commission is a market-driven and self-supporting commission created to provide below-market rate financing for building, purchase or preservation of affordable housing, non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, beginning farmers and ranchers, and non-profit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission underwritten financing does not utilize the state’s credit.
Principal Responsibilities:

- Prepare and distribute timely and accurate financial statements for two funds
- Prepare and provide variance analysis reports and other financial status reports
- Analyze complex financial and statistical data; interpret and report its significance
- Propose appropriate fiscal and policy changes
- Lead and coordinate the Commission’s response necessary for the conduct of the periodic state administrative compliance audit and for areas of responsibility in the annual, independent audit
- Select, train, coach, and supervise professional accountants; provide strong leadership, team building, problem solving and interpersonal guidance
- Direct the accounts receivable, accounts payable and payroll functions
- Develop the agency-wide budget and work plan; analyze fiscal impact of budget requests; establish and maintain allocation controls
- Monitor expenditures, prepare budget status reports, review them with key staff and make appropriate recommendations
- Manage and monitor the accounting and reporting of Commission’s investment of the general operating reserve and Program Investment Fund assets in accordance with established policies
- Develop, recommend, and implement fiscal policies
- Perform similar duties for the Washington Higher Education Facilities Authority and the Tobacco Settlement Authority.

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

- A Bachelor’s degree in accounting, finance or business administration
- Five years of increasingly responsible experience in:
  - public sector accounting
  - financial reporting
  - grants management
  - budget preparation and monitoring
- Demonstrated abilities in exercising judgment, discretion, confidentiality and initiative.
- Two to three years of supervisory experience.

In addition, the successful candidate will possess the skills to:

- Promote a positive work environment to support the mission, vision and values of the Commission
- Interpret and apply accounting standards (GAAP, FASB, GASB)
- Interpret and apply appropriate standards in legal documents
- Recognize, analyze and solve complex accounting and business problems
- Complete work in an accurate and timely manner
- Communicate effectively, both verbally and in writing
- Adjust quickly to changing work priorities
• Hire, train, evaluate, coach and mentor staff
• Initiate corrective action as needed
• Work with minimal supervision
• Collaborate across organization lines
• Exercise good judgment
• Work independently
• Competently manage priorities

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; 11 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; credit union memberships; alternate workweek schedules, and telecommuting.

Application Procedures:
Interested applicants should prepare and submit an application email. A complete application consists of the items listed below, preferably as separate attachments to the email. An application that does not consist of all three of the following items will be considered incomplete and may not be considered.

1. A letter of interest specifically addressing the desirable qualifications listed in this announcement and the following questions:
   a. How does your background and experience quality you for this position?
   b. If you have had a job, or were to take a job, where you “had to hit the ground running”, how did, or would, you do it?
2. A current resume
3. A list of four or more professional references

Prepare and submit the application email:
1. Enter your name in the “Subject”
2. Send your email to: accounting.manager@wshfc.org.

If you need to submit an application in a method other than email, or if you have questions about this process, you may contact:

Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 2nd Ave., Suite 2700
Seattle, WA  98104
Voice/Message: (206) 287-4402 OR 1-800-767-HOME
Fax: (206) 587-5113
E-mail: cindy.felker@wshfc.org
Web Site: wshfc.org

Only those individuals who clearly demonstrate the stated qualifications will be considered.

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.
Optional items:
Veteran’s Preference:
To qualify and receive veteran’s preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

Applicant Profile Form:
In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. The completion of this form is voluntary.

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. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era 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 Cindy Felker at cindy.felker@wshfc.org, or at 206-287-4402.