



Opening doors to a better life

# Portfolio Analyst

*Washington Management Services Recruitment Announcement*

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<b>Posting Date:</b>	October 19, 2020
<b>Closing Date:</b>	Open Until Filled. <i>Applicants are encouraged to apply as soon as possible. Application review process will begin <b>November 2, 2020</b>.</i>
<b>Salary:</b>	\$74,244 to \$90,000 annually, depending on qualifications.
<b>Location:</b>	1000 Second Avenue, Suite 2700 Seattle, WA 98104

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In addition to the salary posted above, this position will receive an additional 5% premium pay due to the position being located in King County.

The Washington State Housing Finance Commission (WSHFC) is currently recruiting for a full-time, permanent **Portfolio Analyst** position in the Asset Management & Compliance Division.

The Asset Management & Compliance Division is comprised of the Compliance Program, which monitors properties financed with tax-exempt bonds, low-income housing tax credits and other public funding, as well as Federal Deposit Insurance Corporation projects. By working together with its partners, the Division ensures the long-term viability of affordable housing and ensures that federal laws and Commission Regulatory Agreements are followed. To achieve these objectives, the Asset Management and Compliance division employs a training, education, and technical assistance approach with owner and property manager partners.

The duty station for this position is Seattle, WA. Due to the COVID-19 pandemic, telework (mobile-work) is currently expected. When we are approved to return to the office, the incumbents are expected to report to the Seattle office for work activities. Partial telecommuting and alternative work stations may be an option subject to supervisory approval.

## Who we are

WSHFC 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.

## **Primary Responsibilities**

The Portfolio Analyst is responsible for:

- Managing an individual portfolio of 120+ rental housing properties consisting of 12,000+ affordable rental housing units (portfolio size may change based on business needs).
- Reviewing and auditing annual, quarterly or other periodic reports and resident eligibility documentation for all properties in portfolio.
- Reviewing financial/operational information for select properties, including recommending solutions for financially and/or physically distressed properties.
- Analyzing results of on-site inspections of properties in portfolio every year, following up to resolve deficiencies as needed.
- Presenting in-person and online tax credit and bond compliance workshops.
- Coordinating with other public funders, assisting management and other division staff as needed to meet individual and division-wide goals.
- Completing special projects as assigned by management.

## **Required Qualifications**

- At least two years of portfolio management experience in the affordable housing industry including experience as an asset or compliance specialist/manager.
- Experience in conducting comprehensive and accurate affordable housing income qualification and compliance report reviews.
- Experience analyzing financial data related to the operation of affordable housing.
- Familiarity with Section 42 of the Internal Revenue Code, HUD's Uniform Physical Condition Standards, Federal Fair Housing and State landlord/tenant laws.
- Ability to travel in-state and out-of-state by plane and car with several overnight stays required each year. Suspended during the pandemic, but will be required when we return to the office.
- Ability to walk up and down several flights of stairs in course of conducting property visits, presentations or to attend off-site meetings.
- Ability to easily see and review documents, photos, etc., in electronic format as well as hard copy format.
- Experience working independently as well as with a larger group to get tasks done by recurring stringent deadlines.
- Proficiency in MS 2010 or higher Windows and Office environment including: Outlook, Word, Excel and PowerPoint, as well as web-based applications. High comfort level working with smart phones, tablets, mobile computing and remote communication tools (e.g. Zoom, GoToMeeting, MS Teams) is required.
- Experience using database programs to perform work duties, manage work flow and run reports.

## **Desirable Skills and Experience**

- Bachelor's degree or equivalent
- Excellent interpersonal skills, including patience, diplomacy and ability to negotiate.
- Experience implementing asset management strategies to facilitate long-term project viability.
- Ability to analyze and solve complex compliance, financial and policy issues.
- Experience in public speaking to groups of 20 or more attendees.
- Ability to work effectively with attorneys, bankers, developers, nonprofit organizations, government officials, and other community partners.
- Ability to prioritize effectively, demonstrate excellent time management skills, and effectively coordinate with team members.
- Evidence of national asset management and/or tax credit compliance training.

## **Benefits**

We offer a generous benefits package that includes 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 or ferry passes; credit union membership.

## **Application Procedures**

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement by email (our preferred method), fax or postal service to:

**Cindy Felker, Human Resources**  
**Washington State Housing Finance Commission**  
**1000 Second Ave., Suite 2700**  
**Seattle, WA 98104.**

**Electronic submissions may be sent to:** [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org).

**Voice/Message:** (206) 287-4402 or 1-800-767-HOME

**Fax:** (206) 587-5113, or visit our **Web Site:** <http://www.wshfc.org>.

**Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin November 2, 2020.**

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.**

Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

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.

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

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, racial and ethnic minorities, 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 Cindy Felker at [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org), or at 206-287-4402.