



Opening doors to a better life

Accountant/Fiscal Analyst 1 (In-training)

Posting Date: September 21, 2021

Closing Date: Open until filled. Applicants are encouraged to apply as soon as possible as the review process will begin October 4, 2021.

Salary: \$3,144 to \$4,083 monthly, depending on qualifications.

Location: 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 will receive an additional 5% premium pay due to the position being located in King County.

We are currently recruiting for an **Accountant/Fiscal Analyst 1** position for the Washington State Housing Finance Commission. This position is part of the Finance Division assisting with monitoring compliance with the bond and loan covenants, through maintenance of the flow of information integral to the monitoring process. This monitoring helps in assuring the proper flow and accounting of funds to maintain agency credibility so critical in the marketability of our bond issues. Fees related to these issuances are a major portion of the revenues that allow us to be self-sustaining. This position further assists with general operations by participating in accounts receivable and payable functions.

The candidate selected for this position will be expected to complete a 12-month in-training program with the expectation of skills development to meet the qualifications for promotion to the level of **Fiscal Analyst 2**. Upon successful completion of the in-training plan, the salary range will increase to Range 44: \$3,446 to \$4,627 per month.

The Finance Division of the Commission manages outstanding bond debt, monitors, records, summarizes and reports all financial transactions, and oversees the system of internal controls to ensure that assets are safeguarded and that financial activities conform to federal and state regulations.

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.

Per Governor Inslee's [Proclamation 21-14.1](#), state employees must be fully vaccinated no later than October 18, 2021. Your vaccine status will be verified upon hire. Please contact Cindy Felker at Cindy.felker@wshfc.org or 206-287-4402 if you need information on medical or religious accommodation.

Who we are:

The Commission is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for 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 financing does not utilize or impact the state's credit.

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:

Banking activities & support: Initiate wire transfers, and process tracking, distribute &/or mail checks, prepare and upload positive payment file, assist in tracking and resolving checks that are uncashed, and prepares monthly bank reconciliations for other staff to review and post.

Accounts payable: Create purchase orders with correct general ledger coding, scan invoices, linking them to related purchase order.

Account receivable: Create customer record for newly issued bond transactions, record cost of issuance (COI) fees including, issuance fee, bond cap fee, first-half tax credit fee, pro-rated ongoing commission fees.

Bond accounting support: Ensure receipt of all required, periodic bond rate sheets and statements, storing them in the appropriate location. Record required information in Emphasys bond accounting system including bond calls and interest rate changes. Update database quarterly with new bond balances, defeasances, and payoffs.

Home Advantage program: Prepare loan purchase request, get approval and signature then provide to single-family bond trustee and add loans to cumulative tracker. Prepare down-payment assistance loan purchases information for upload to the financial system and create journal entries for program and partner allocation.

General Office Support: Receive and process division mail, arrange and take minutes of division meetings; make travel arrangements, request minor equipment and supplies evaluating cost and monitoring budgets, coordinate and respond to public records requests.

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

A bachelor's degree, which includes at least 18 quarter or 12 semester hours of accounting, auditing or budgeting. Professional experience may substitute for some of the required education.

Competence in:

- Application of accounting and general business and concepts
- Development and management of complex electronic documents, including Excel spreadsheets
- Accurate entry and reporting using electronic financial, accounting, and web-based information systems

Skills to:

- Ability to prioritize and coordinate responsibilities

- Adjust quickly to changing work priorities
- Willingness to learn and apply new concepts
- Timeliness and accuracy of work
- Aptitude in working with detailed financial information
- Communicate effectively
- Work collaboratively across organization lines
- Exercise good judgment
- Promote a positive work environment to support the mission, vision and values of the Commission

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; and credit union memberships.

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 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:** <http://www.wshfc.org>

Please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials. Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin October 4, 2021. 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.

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 Cindy Felker at cindy.felker@wshfc.org, or at 206-287-4402.