Program Compliance Administrator  
*Washington Management Service Recruitment Announcement*

<table>
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<tr>
<th>Posting Date:</th>
<th>May 7, 2015</th>
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<tbody>
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<td>Closing Date:</td>
<td>May 20, 2015</td>
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<td>Salary:</td>
<td>$60,702 to $72,629 annually, depending on qualifications.</td>
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<td>Location:</td>
<td>1000 2nd Ave., Suite 2700, Seattle, WA</td>
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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.

We are currently recruiting for a temporary Program Compliance Administrator position for the Homeownership Division of the Washington State Housing Finance Commission. This position offers a challenge to professionals with a background in residential lending, loan processing and loan underwriting including knowledge of FHA, VA and conventional guidelines, and knowledge of federal, state and local housing programs.

**Agency Overview:**

The WSHFC is a market-driven and self-supporting commission created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities, assisting first-time homebuyers and farmers, and finding financing solutions for energy efficiency and renewable energy (EERE). To achieve its goals, 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, and cultural and social services facilities. Commission financing does not utilize the state’s credit.

**Principal Responsibilities:**

The Program Compliance Administrator is responsible for reviewing and approving pre and post purchase loan files for program compliance; interpreting and applying federal and state codes, policies and procedures, providing training to lenders on accessing our programs and MITAS system, monitoring and tracking loan reservations and purchases, monitoring and closing out bond issues and funds; providing technical assistance to lenders realtors, and the general public; participating in lender and consumer training sessions; assisting with writing new policy and procedure guidelines; assisting with the development and maintenance of program records and information; preparing reports on reservation system and integrated database for Commission meetings and various other reporting entities and analyzing data.

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

- Two years single family underwriting or loan processing experience.
- Two years IRS Compliance experience including knowledge of compliance income calculations.
- Working knowledge of FHA, VA, and conventional underwriting guidelines.
• Working knowledge of the Mortgage Credit Certificate program, Home Advantage loan program and down payment assistance programs.
• Strong computer skills.
• Strong customer service focus and a positive attitude.
• A bachelor's degree in finance or a related field.

Desirable Skills:
• Ability to handle multiple and varied tasks in a fast-paced non-routine environment.
• Ability to think creatively and build consensus in a team environment.
• Ability to explain finance programs to people with varying levels of knowledge and skills in person, by telephone, and in writing.
• Possess strong written and oral skills.

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 submit their resume, a cover letter specifically addressing the qualifications listed in this announcement, and three professional references by email (our preferred method), fax or postal service by May 20, 2015 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

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.

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

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.

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.