



Opening doors to a better life

# Portfolio Analyst

Washington Management Services Recruitment Announcement

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<b>Posting Date:</b>	January 12, 2024
<b>Closing Date:</b>	Open Until Filled. <i>Applicants are encouraged to apply as soon as possible. Application review process will begin <b>January 26, 2024.</b></i>
<b>Salary Hiring Range:</b>	\$90,492 to \$106,476 annually depending on qualifications.
<b>Location:</b>	1000 Second Avenue, Suite 2700, Seattle, WA 98104 Our office is located in downtown Seattle's Financial District on 2 <sup>nd</sup> Avenue and Spring Street and is within walking distance of Pike Place Market and Seattle's scenic waterfront.

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\*\*In addition to the salary posted above, this position is currently receiving 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 low-income housing tax credits, tax-exempt bonds and other public funding. 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. 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 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.

### **Primary Duties and Responsibilities**

- Manage an individual portfolio of 150+ rental housing properties consisting of 13,000+ affordable multifamily rental housing units (portfolio size may change based on business needs).
- Review and audit annual, quarterly, or other periodic reports and resident eligibility documentation for all properties in portfolio.
- Conduct performance analysis of the portfolio to assist with trend analysis and data-driven decisions.
- Manage the integrity and consistency of financial reporting through review, analysis, and evaluation of audited financial statements and other financial reporting to ensure that properties are viable long term and meet regulatory compliance.
- Ensure project operations follow the restrictive documentation agreed to at closing in accordance with State and Federal regulations.
- Analyze results of on-site inspections of properties in portfolio every year, following up non-compliance issues and resolving deficiencies as needed.
- Prepare, update and present online and in-person tax credit and bond compliance workshops (in-person training may be presented in different places around the state).
- Collaborate and assist other public funders, property managers, owners and other Commission staff as needed to meet individual and division-wide goals.
- Actively participate in racial equity and strategic planning goals to achieve both division and agency-wide diversity, equity, and inclusion objectives.
- Complete special projects as assigned by management.

### **Physical Analysis and Review**

- Ability to work under pressure, including during peak periods and meet established business goals and deadlines.
- Ability to travel in-state and out-of-state via aircraft and automobile for extended periods of time (i.e., ability to take long flights and drives).
- Ability to work in typical office environment: type proficiently, use a computer, see computer screens, and read/comprehend numerous financial and property management reports, i.e., general ledger, rent roll, electronic documents, photos etc.
- Ability to move about an office environment to access file cabinets and operate office machinery.
- Ability to traverse hotel, conference center, office, and property environments for the purpose of attending meetings, conferences; providing presentations and trainings, conducting inspections; and meeting with property staff.

### **Knowledge, Skill, Competency Requirements**

- Solid understanding of LIHTC program, of Section 42 of the Internal Revenue Code and Treasury regulations, Federal Fair Housing and State landlord/tenant laws.
- Experience conducting comprehensive and accurate affordable housing income qualification and compliance report reviews.
- Working knowledge of property and asset management fundamentals.
- Ability to create and deliver expert subject matter training to a group of 40 or more attendees (in-person or online).
- Ability to comprehend and analyze financial statements.

- Excellent verbal and written communication and interpersonal skills.
- Ability to develop and grow professional relationships and work effectively with attorneys, bankers, developers, nonprofit organizations, government officials, and other community partners
- Ability to analyze and solve complex compliance, financial and policy issues.
- Ability to work independently as well as in a team setting.
- Strong organizational skills; able to prioritize and handle multiple tasks at any given time.
- Strong analytical skills; attention to detail and accuracy a must.
- Ability to identify and solve complex problems.

### **Education, Experience, Licenses**

- Bachelor's Degree in accounting, finance, real estate, business administration or related field **or** equivalent professional experience.
- 5+ years prior experience in housing finance, property management, compliance and/or real estate asset management.
- Housing Credit Certified Professional (HCCP) or the Consortium for Housing and Asset Management (CHAM), or Certified Property Management (CPM) designation a plus.

### **Computer Skills**

- Working knowledge of latest versions of Microsoft Office and Adobe Acrobat (or other PDF application).
- High comfort level working with smart phones, tablets, mobile computing, and remote communication tools such as Zoom, and MS Teams is required.
- Working knowledge and experience using complex database programs (e.g., Salesforce platform, Yardi, other enterprise-level applications) to perform work duties, manage workflow, run reports, and make policy recommendations.

### **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; credit union memberships; alternate workweek schedules, and telecommuting.

### **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 2<sup>nd</sup> 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](mailto:Cindy.felker@wshfc.org)

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 January 26, 2024.**

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, 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](mailto:cindy.felker@wshfc.org), or at 206-287-4402.