



Opening doors to a better life

Business Intelligence Specialist

Posting Date: August 10, 2026

Closing Date: Open Until Filled. *Applications will be reviewed on a rolling basis, with first review of applications on August 24, 2026.*

Salary: \$7,508 to \$10,098 Monthly depending on qualifications.

Location: Hybrid remote and onsite at 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 is currently receiving an additional 5% premium pay due to the position being in King County.

The Washington State Housing Finance Commission (WSHFC) is currently recruiting for a full-time, permanent Business Intelligence Specialist in the Information Technology Division.

The Information Technology Division at the Washington State Housing Finance Commission works to support the commission staff to accomplish the commission's goals and objectives. This position is one of ten positions within the Information Technology Division and is responsible for all Commission systems that store and manage the Commission's data. This position is one of five positions within the Information Technology Data Management unit responsible for maintaining the Commission's data systems.

The primary focus of this position is working closely with the Laserfiche Administrator to design, implement, and maintain automated document repository workflows and Business Intelligence solutions. The Business Intelligence Specialist maintains high system availability, manages secure and compliant electronic records storage, and leads projects to completion within strict deadlines and budgets. In doing so, this role drives overall operational efficiency and continuous process improvement across the organization.

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 on-site work and meetings as needed. Employees are required to work in the Seattle office at least once a week and may need to come in more frequently based on Division needs. 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 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.

Principal Responsibilities:

- Lead and manage projects implementing and using new BI software tools and systems
- Integrate BI platforms with existing enterprise systems and applications
- Develop the semantic layer, metadata, reports, and report definitions
- Analyze user requirements to design functional specifications
- Design and deliver end user training while providing ongoing technical support
- Promote BI benefits and usage across relevant divisions within the organization
- Implement integration plans for electronic records with internal and external portals, document repositories, and content management systems
- Establish policies and standards to verify that electronic records remain uniform, secure, compliant, and rapidly accessible to authorized staff
- Formulate and execute records retention and disposal plans for official business records
- Evaluate tools, track industry developments, and collaborate with systems experts to support hardware, software, and quality assurance processes
- Work on additional special projects throughout the year as identified by management and perform other duties as assigned.

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

- Demonstrated skill configuring, maintaining, and integrating tier one applications, databases, and data warehouses, including MS SQL Server, Power BI, Crystal Reports, Laserfiche, CRM, and SaaS platforms
- Proficiency in analyzing user requirements to design, build, and deploy front end BI applications according to functional specifications
- Extensive experience working with relational database structures, theories, principles, practices, and database design tools
- Comprehensive knowledge of the full project management and software development lifecycle from inception to execution
- Proven ability to provide effective customer service and technical support for IT systems and software applications
- Familiarity with public information requests and managing associated workflows through specialized software platforms
- Ability to Take Action to Learn and Grow: Candidates who are curious about themselves and others, take responsibility for knowing their own strengths and weaknesses, and use that learning to make government programs more efficient and effective to serve all Washingtonians. This includes staying current on new solutions and adapting to a changing IT environment to meet the Commission's needs.
- Ability to Take Action to Meet the Needs of Others: Candidates who are flexible, adaptable, and customer-service focused, demonstrating a willingness to empathetically respond to the unique needs of colleagues and the public. This includes collaborating across the Commission to overcome challenges, find solutions, and adapt communication styles to different communities and individuals.

Preferred/Desired:

- A Bachelor's and/or Master's Degree in computer science, data science, engineering, or related field
- Experience with Salesforce
- Experience with Laserfiche

A combination of skills, abilities, experience, and education may be substituted to demonstrate that you are qualified for this position. If you don't meet all the qualifications, we still encourage you to apply. We value diverse experiences and perspectives, and you may have skills that are a great match for our team

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.

The hiring range for this position is \$7,508 to \$8,497 Monthly. However, the full salary range for this position is \$7,508 to \$10,098 Monthly. We may go higher based on the following: experience, internal equity, and market. Salary is negotiable

Application Procedures:

Applicants who meet the qualifications are asked to submit **all** the following items to be considered for this position:

- Completed NEOGOV online application:
<https://www.governmentjobs.com/careers/washington/jobs/5443328/business-intelligence-specialist>
- Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
- List of three or more professional references. (all references must be current and/or former supervisor/managers)
- Current resume indicating relevant experience, knowledge, skills, and education.

Web Site: <http://www.wshfc.org>.

Applicants are encouraged to apply as soon as possible. The recruitment process will be open until filled. First review of applications is August 24th, 2026.

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

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

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.

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 the WSHFC Recruiting Team at Christopher.vasquez@wshfc.org or at (206) 287-4439.