



*Opening doors to a better life*

## Business Operations Support Analyst

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**Posting Date:** July 8, 2025

**Closing Date:** Open Until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is July 15, 2025.*

**Salary:** \$5,011 - \$6,735 Monthly

**Location:** Hybrid remote and onsite at 1000 2<sup>nd</sup> Ave., Suite 2700, Seattle, WA  
Our office is located in downtown Seattle's Financial District on 2<sup>nd</sup> Avenue and Spring Street and is within walking distance to 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 in King County.

The Washington State Housing Finance Commission (WSHFC) is currently recruiting for a full-time, permanent Business Operations Support Analyst position in the Multifamily Housing and Community Facilities.

The Multifamily Housing and Community Facilities Division provides financing of multifamily housing and community facilities with low-income housing tax credits, tax-exempt bonds and other financing tools. Allocation of resources may be competitive and/or need to comply with federal and state regulations and policies.

The role of this position will be key in assisting the Division with tracking and reporting resources, project management and business process improvements. Monthly and necessary project documentation for Commission Board meetings and financing requirements with the Governor's office. Assisting the Division Director with the budget process, tracking expenditures and payables for the Division as well as quarterly reporting of business objectives. This position would have a key role in assisting with external communications, community engagement and calendaring and assisting with procurement and documenting key events.

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 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:**

- Provide comprehensive administrative and program support, including preparing and maintaining essential documents, reports, and presentations, and ensuring all correspondences are accurately formatted and edited
- Manage scheduling and coordination for the division, overseeing the calendars, planning meetings and work sessions, preparing agendas, taking detailed notes, and diligently following up on action items
- Responsible for coordination with program staff, bond counsel, the Admin division, and the Governor's Office to ensure timely submission and signing of necessary documents for Commission board meetings and divisional financings
- Support overall project management for Division initiatives, assisting with workplan development, tracking deliverables, and providing progress updates using Smartsheets or similar project management software
- Assist in data analysis and reporting by running database reports to gather information for quarterly and monthly reports, and helping to prepare impactful presentations
- Contribute to development and updating of key processes and annual objectives to enhance Division outcomes
- Facilitate interested party meetings and ongoing communication plans, while also conducting research and summarizing findings on various topics as assigned
- Support the Division with recruitment, hiring, and onboarding, managing timecard submissions, processing purchase orders and invoices, and assisting with conference and travel logistics

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

- Extensive experience with project coordination, with a combination of one or both of the following:
  - Administrative support and managing project-related reporting and initiatives
  - Handling high level time sensitive documents and meeting critical deadlines
- Successful track record of managing multiple projects with different deadlines
- Proven ability to skillfully research, analyze, and interpret rules, regulations, statutes, policies, and procedures, as well as collecting and analyzing data
- Strong facilitation skills and extensive experience with planning and executing results-oriented group discussions and projects
- Ability to effectively communicate with team members, internal and external partners
- Ability to initiate and maintain cooperative relationships with coworkers, managers, supervisors, customers/clients, and members of the public
- Proficiency in Microsoft Office products such as Word, Excel, PowerPoint, and Outlook

## **Desirable Skills:**

- Bachelor's degree in Business Administration, Public Administration, Project Management or a related field.
- Project Management certification, such as PMP (Project Management Professional)
- Experience with project management software tools such as Smartsheet
- Experience working with databases and content management software such as Laserfiche and Salesforce

**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.

### **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: Please use the following link to do so:  
<https://www.governmentjobs.com/careers/washington/jobs/4998929/business-operations-support-analyst>
- 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 supervisors)**,
- 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 remain open until filled. First review of applications is July 15, 2025.**

Please include your name and preferred 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](mailto:Christopher.vasquez@wshfc.org) or at (206) 287-4439.