

FEDERAL HOME LOAN BANK OF SEATTLE

If you're interested in making a difference at work AND working to make a difference, think about joining the Federal Home Loan Bank of Seattle.

The Seattle Bank makes our communities better places to work and live by providing funding products to its nearly 400 financial institution members -- and by contributing 10% of its annual net profits to affordable housing and community economic development.

A \$50 billion institution, the Seattle Bank is one of 12 Federal Home Loan Banks located across the US.

Assistant Compliance Analyst

This position contributes to the operations of the Seattle Bank's AHP department by ensuring effective monitoring and compliance related to the AHP portfolio. Assists the Department in complying with the Federal Housing Finance Agency (FHFA) regulations and department policies and procedures by providing support in day-to-day compliance and monitoring operations, research, problem solving and various related compliance functions.

Responsibilities include:

- Initial review of tenant income verification to ensure compliance with household income targeting and rent commitments; and for ordering and monitoring annual certifications and semi-annual progress reports. Follows up on late responders for all requested documents. Communicates with customers, members and/or project sponsors by letter, e-mail and telephone to cure compliance exceptions. Responsible for the integrity, accuracy, and timeliness of the information in the AHP database and project files.
- Performs the initial processing of AHP grant extensions and verifies project compliance. Performs initial review of extensions for accuracy and reasonableness and analyzes accompanying sources and uses statements for project feasibility. Follows up with members and/or project sponsor to obtain additional information. Makes determination whether action is needed by the Compliance Analysts or AHP Compliance Manager.
- Supports all aspects of the AHP application process including password approvals, technical assistance, file preparation, award notification, regulatory agreement preparation and report preparation. Assists with organization and presentation of training sessions and conferences.
- Assures accurate and effective monitoring of the User Account Management (UAM) database, which is utilized by the entire Bank. Makes all changes for the Bank to stockholder and/or non-member Community Investment contacts.
- Assures accurate and effective records retention for the Affordable Housing Department in accordance with the AHP regulations and department policies and procedures, which also includes tracking all folders and files for off-site scanning, storage and proper destruction.
- Provides technical assistance to members and project sponsors/developers on compliance with regulatory and policy requirements for the Affordable Housing Program.
- Contributes to the effectiveness of the Bank by managing special projects as assigned by Community Investments management by taking responsibility for coordinating tasks and completing them within deadlines. Provides backup support for Compliance Analysts during leaves or when work overloads occur.

- Performs various duties, which may include timely and accurate production of memos, bank correspondence, creating and compiling statistical data, database management, monthly reports and compliance seminars. Maintains close coordination between departments to meet deadlines.
- Maintains accuracy of the Community Investment database by editing reports, reviewing year-end reports and gathering statistical data for Board reports and the Annual Affordable Housing Report.
- Maintains department policies and procedures and is responsible for forms management and version control.
- Performs other duties as required.

DESIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration or related field preferred or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. .
- Two years general office or administrative experience required.
- Previous experience in the area of affordable housing or non-profit housing development desired.
- Previous experience in a highly regulated environment. Understanding of legal documents and opinions as they relate to real estate and federal regulations desired.
- Excellent written and verbal communication and interpersonal skills required with the ability to positively work with all levels of an organization.
- Previous experience or demonstrated competency in the areas of problem solving, analytical processes and managing multiple projects and deadlines. Attention to detail and good organizational skills are required.
- MS Office (Word, Excel, PowerPoint) proficiency as well as previous experience maintaining informational databases for reporting and analysis.

We offer a rich compensation package, including competitive wages, comprehensive health benefits for employee, three weeks' vacation, 401K, and a business casual environment as well as other benefits. Qualified candidates should direct resume and cover letter to:

Recruiter1, Federal Home Loan Bank of Seattle
 1501 Fourth Avenue Suite 1800
 Seattle, WA, 98101-1693.
 Or E-Mail: recruiter1@fhlbsea.com.

No phone calls, please.

The Federal Home Loan Bank values diversity in the workforce and is an equal opportunity employer. Women and Minorities are encouraged to apply.