



Opening doors to a better life

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## Fiscal Analyst 4 - Accountant

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- Posting Date:** December 6, 2021
- Closing Date:** **Open until filled.** *Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin December 17, 2021.*
- Salary:** \$4,855 to \$6,368 monthly, depending on qualifications.
- Location:** 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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We are currently recruiting for a **Fiscal Analyst 4 - Accountant** position in the Finance Division of the Washington State Housing Finance Commission. This challenging position will work closely with and support the General Operations Manager completing mission critical tasks; assisting the Commission in providing accurate and timely financial information to guide management decisions and support the efficient and effective implementation of the Commission's programs. This position will perform similar functions for two small, affiliated agencies, the Tobacco Settlement Authority (TSA) and the Washington Higher Education Facilities Authority (WHEFA).

The Finance Division of the Washington State Housing Finance Commission (the Commission") monitors, records, summarizes and reports all financial transactions; oversees the system of internal controls to ensure that assets are safeguarded and that financial activities conform to Federal and State regulations; and monitors and manages outstanding bond debt.

The duty station for this position is Seattle, WA. Due to the COVID-19 pandemic, telework (mobile-work) is currently expected. When we are approved to return to the office, the incumbents are expected to report to the Seattle office for work activities. Partial telecommuting and alternative workstations may be an option subject to supervisory approval.

Per Governor Inslee's [Proclamation 21-14.1](#), state employees must be fully vaccinated no later than October 18, 2021. Your vaccine status will be verified upon hire. Please contact Cindy Felker at [Cindy.felker@wshfc.org](mailto:Cindy.felker@wshfc.org) or 206-287-4402 if you need information on medical or religious accommodation.

### 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:**

- Support the oversight of grants by reviewing grant contracts and implementing fiscal control processes to comply with, and support, program mission, rules, and timelines, preparing financial reporting on grant activities, and periodically reconciling activity to program staff's records.
- Perform various, periodic financial activities in our financial system, Microsoft Dynamics NAV, such as maintaining prepaid expense records and uploading financial data. Also, cross-train to become backup in the accounts payable process.
- Compile and prepare journal entries and account reconciliations such as:
  - Salary, wages, and related benefits and payroll taxes, as well as preparing draft state and federal tax reports.
  - Investment portfolio and money market accounts of \$94.4 million, explaining any differences between the investment manager and custodian.
- Prepare first draft of the financial statements for the Commission, draft comments regarding monthly variances in accordance with Generally Accepted Accounting Principles (GAAP).
- Complete the month end closing process and draft financial statements for WHEFA and TSA in accordance with GAAP.
- Assist with the annual budget process.

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

Education: Bachelor's degree in accounting with 18 quarter or 12 semester hours in accounting, auditing, or budgeting and three to four years of relevant professional experience. Professional experience may substitute for educational degree but not the specific credit hours required.

Candidate must have experience in preparation and analysis of financial statements, assisting with coordination of financial audits, assisting with the development and implementation of financial operation processes, and analyzing and resolving complex account reconciliations. Experience with grants management a plus.

Proficient in:

- Accounting software
- Microsoft Excel or other spreadsheet applications, including lookups, pivot tables, and other intermediate functionality

Skills to:

- Adjust quickly to changing work priorities
- Willingness to learn and apply new or complex concepts
- Interpret and apply accounting standards
- Complete work in an accurate and timely manner

- Communicate effectively, both verbally and in writing
- Work with minimal supervision and collaboratively across organization lines
- Exercise good judgment
- Promote a positive work environment to support the mission, vision and values of the Commission

**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.

**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 Second Ave., Suite 2700**  
**Seattle, WA 98104.**

**Electronic submissions may be sent to:** [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org).

**Voice/Message:** (206) 287-4402 or 1-800-767-HOME

**Fax:** (206) 587-5113, or visit our **Web Site:** <http://www.wshfc.org>.

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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.