



Opening doors to a better life

Grants Accountant (Fiscal Analyst 4)

Posting Date: August 23, 2022

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 September 7, 2022.*

Salary: \$5,013 to \$6,575 monthly, commensurate with qualifications.

Location: 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.

We are currently recruiting for a **Grants Accountant (Fiscal Analyst 4)** 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 grant programs.

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. 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.

Per Governor Inslee's [Proclamation 21-14.1](#), state employees must be fully vaccinated. Your vaccine status will be verified upon hire. Please contact Cindy Felker at Cindy.felker@wshfc.org or 206-287-4402 if you need information on medical or religious accommodation.

Who we are

WSHFC 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:

- Review grant agreements and implement fiscal control processes to support program goals and expenditure requirements.
- Ensure adequate internal controls in place for federal grant funds accounting, reporting and disbursement
- Plan, and after management review and approval, implement the financial recordation and reporting system for new grants, including the necessary coding schema, to ensure compliance.
- Manage financial resources of Homeowner Assistance Fund (HAF) grant through IT solution, including but not limited to: entering financial information as necessary, review upload file for completeness and accuracy, recommend replenishment of funds available to disburse to subgrantees
- Review grant invoice supporting documents, description, and coding for completeness and accuracy. Link documentation to purchase order for timely processing. Work with program staff and subgrantees on revisions and updates to documentation submitted.
- In conjunction with division management and program staff, assist with audit of subgrantee voucher submissions.
- Prepare timely financial reports on grant activities; recommend and implement process improvements.
- Reconcile grant activity to detail provided by program staff and related financial systems monthly.
- Other accounting & finance related duties as assigned.

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

Preferred Qualifications:

- A Bachelor's degree in business administration, accounting, finance, or a related field. Professional experience may substitute for degree requirement if 18 quarter or 12 semester hours in accounting, auditing, or management information systems or comparable education requirement is successfully met.
- At least 2 years of experience in financial analysis and reporting.
- Practical knowledge of GAAP and thorough knowledge and understanding of financial systems and internal financial controls
- Working knowledge of (2 CFR 200) - Uniform Administrative Requirements
- Strong analytical, organizational and communication skills.
- Strong desire and ability to learn and apply new or complex concepts

Desirable Qualifications:

- 3+ years of experience in accounting and reporting of federal grant funds.

Candidate must have experience with assisting financial audits, assisting with the development and implementation of financial operation processes, and analyzing and resolving complex account reconciliations.

Proficient in:

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

Skills to:

- Plan and manage multiple priorities and deadlines 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.

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

Fax: (206) 587-5113, or visit our **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 September 7, 2022.

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, racial and ethnic minorities, 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, or at 206-287-4402.