



Opening doors to a better life

Asset Management Analyst

Posting Date: May 28, 2025

Closing Date: Open Until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is June 11, 2025.*

Salary: \$8,311 - \$11,283 Monthly**

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 **Asset Management Analyst** position in the Asset Management & Compliance Division.

The Asset Management & Compliance Division monitors properties financed with low-income housing tax credits, tax-exempt bonds and other public funding. By working together with its partners, the Division ensures the long-term viability of affordable housing and ensures that federal laws and Commission Regulatory Agreements are followed. To achieve these objectives, the Asset Management and Compliance division employs a training, education, and technical assistance approach with owner and property manager partners.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of remote work and on-site work/meetings. 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:

- Develop asset management systems and policies through collaborations with Multifamily Housing & Community Facilities and Asset Management & Compliance division to create Commission risk management tools covering the entire housing investment lifecycle

- Monitor noncompliance and asset management trends across portfolio and proactively manage housing portfolio risks. This includes reviewing reports (operating, compliance, financial, inspection, regulatory) to evaluate asset performance and mitigate operational risks
- Monitor and report on property-level operational and compliance performance. Focus on occupancy, debt coverage, cash flow, capital reserves, property maintenance and physical health, and noncompliance trends. Create watchlists to identify potential property level risks and generate reports and recommendations for leadership.
- Assess portfolio level risks using a portfolio monitoring grid, including reviews of reports, financial audits, and agreements. Generate Organizational Assessment Reports and maintain the Commission Risk Mitigation tool for the annual Good Standing Report
- Collaborate with management and staff in multiple divisions to develop portfolio risk management and preservation policy and develop the risk management tools
- Collaborate with staff to operationalize risk management and preservation tools and policies
- Create expiring projects risk grid in alignment with the preservation policy and integrate project release process and repositioning process into asset management framework
- Research, create, and populate tools/systems to promote asset management best practices. Assist partners in implementing new business practices and policies. Collaborate with IT and data management staff to analyze housing market data, identify trends, and make business recommendations
- Educate and assist owners by presenting information to develop strategies for property-level and portfolio-wide needs. This includes leading training sessions, workshops, and industry presentations where incumbent will present to executive teams, boards, and public agencies
- **Travel as needed** for operational activities, meetings, and partner engagements
- Complete special projects as assigned by management

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

- Proven expertise in financial or asset management role for a private, public or non-profit housing entity, or in a real estate finance or development or related field.
- Successful track record of leading significant projects or initiatives from idea phase through successful execution.
- Extensive background in federal and state housing programs, including Low Income Housing Tax Credits, HUD, Rural Development, and the Federal Housing Finance Agency.
- Demonstrated experience with asset management analysis, budget development, financial reporting, and auditing procedures.
- Financial Acumen & Regulatory Expertise: Demonstrated ability to navigate complex financial structures, ensure regulatory compliance, and oversee financial strategies that support multifamily housing initiatives.
- Strategic Project Management: Proven experience in leading large-scale financial and asset portfolios, implementing long-term strategies, and driving success within multifamily housing programs.
- Analytical & Compliance Skills: Strong ability to assess financial risks, interpret regulations, and ensure adherence to federal and local housing policies while maintaining operational efficiency.
- Stakeholder Collaboration: Skilled in fostering partnerships with internal teams, external agencies, and industry stakeholders to promote alignment and achieve portfolio objectives.
- Technical Proficiency & Strategic Vision: Adept at leveraging financial models, market analysis, and industry best practices to inform decision-making and optimize portfolio performance.
- Project Leadership: Ability to oversee complex housing initiatives, provide strategic direction, and guide teams in executing high-impact projects that support the Commission's mission.

Desirable Skills:

- Bachelor's degree and/or a Master's degree in Finance, Accounting, Business Administration, Public Administration, Real Estate, Economics, Urban Planning, Public Policy, or a related field.
- Experience in contract administration, risk assessment, and/or regulatory compliance.

- Experience using housing databases, content management or ERM/ECM information systems, Salesforce, or property management software systems.
- Strong knowledge of financial reporting, budgeting, surplus cash analysis, and equity distributions.
- Ability to develop pro forma financial models, assess market trends, and provide strategic recommendations.
- Proficiency in auditing, accounting principles, portfolio analysis, and interpreting complex financial and regulatory data to assess risks and make high-impact decisions.
- Strong problem-solving skills to address compliance issues, budget discrepancies, and asset performance challenges, with the ability to think creatively around resolutions.
- Excellent verbal and written communication skills, strong negotiation skills, and the ability to represent the Commission's best interests in stakeholder engagements.
- Ability to effectively direct and integrate all aspects of a project or program to achieve stated goals and objectives.
- Establish clear, realistic, and measurable goals, ensuring stakeholders understand direction, deadlines, and expected outcomes.
- Monitor and evaluate fiscal, social, and political trends that may impact project/program success.
- Ability to create and deliver expert subject matter training to large groups, both in-person and online.
- Ability to multi-task and manage competing priorities within critical deadlines.
- Strong organizational skills with the ability to prioritize tasks and delegate effectively.
- Ability to develop and integrate input from various stakeholders to create strategic and actionable plans.
- Logically integrate information, establish realistic objectives, and ensure deadlines are met.

Desired Licenses & Certifications:

- Certified Housing Compliance Professional (HCCP)
- Certified Public Accountant (CPA) or equivalent financial certification
- Low-Income Housing Tax Credit (LIHTC) certification
- NeighborWorks Certified Housing Asset Manager Certification
- Other national industry certifications related to affordable housing asset management

A combination of skills, abilities, experience, and education may be substituted to demonstrate that you are qualified for this position.

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/4955457/asset-management-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 June 11, 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 or at (206) 287-4439.