



WASHINGTON STATE  
HOUSING FINANCE  
COMMISSION

*Opening doors to a better life*

## Portfolio Analyst

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**Posting Date:** February 19, 2025  
**Closing Date:** Open Until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is March 5, 2025.*  
**Salary:** \$8,583.33 - \$9,166.67 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 **two** full-time, permanent **Portfolio Analyst** positions 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 teleworking and complemented with on-site work and meetings as needed. 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:**

- Manage an individual portfolio of 150+ rental housing properties consisting of 13,000+ affordable multifamily rental housing units (portfolio size may change based on business needs).

- Review and audit annual, quarterly, or other periodic reports and resident eligibility documentation for all properties in portfolio.
- Ensure project operations follow the restrictive documentation agreed to at closing in accordance with State and Federal regulations.
- Analyze results of on-site inspections of properties in portfolio every year, issuing non-compliance notices and providing assistance to resolve deficiencies as needed.
- Issue both federal and state noncompliance notices for property noncompliance with program rules and regulatory requirements.
- Prepare, update and present online and in-person tax credit and bond compliance workshops (in-person training may be presented in different places around the state).
- Collaborate with and assist other public funders, property managers, owners and other Commission staff as needed to meet individual and division-wide goals.
- Actively participate in racial equity and strategic planning goals to achieve both division and agency-wide diversity, equity, and inclusion objectives.
- Complete special projects as assigned by management.

### **Physical Analysis and Review**

- Ability to work under pressure, including during peak periods and meet established business goals and deadlines.
- Ability to travel in-state and out-of-state via aircraft and automobile for extended periods of time (i.e., ability to take long flights and drives).
- Ability to work in typical office environment: type proficiently, use a computer, see computer screens, and read/comprehend numerous financial and property management reports, i.e., general ledger, rent roll, electronic documents, photos etc.
- Ability to move about an office environment to access file cabinets and operate office machinery.
- Ability to traverse hotel, conference center, office, and property environments for the purpose of attending meetings, conferences; providing presentations and trainings, conducting inspections; and meeting with property staff.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

- Demonstrated understanding of LIHTC program, of Section 42 of the Internal Revenue Code and Treasury regulations, HUD inspection standards, Federal Fair Housing and State landlord/tenant laws.
- Demonstrated experience conducting comprehensive and accurate affordable housing income qualification and compliance report reviews.
- Working knowledge of property management and compliance fundamentals.
- Demonstrated experience to create and deliver expert subject matter training to a group of 20 or more attendees (in-person or online).
- Ability to comprehend and analyze financial statements.
- Excellent verbal and written communication and interpersonal skills.
- Build strong working relationships with various interested parties, including multifamily property owners, property managers, attorneys, developers, nonprofit organizations, and government officials, providing tailored technical assistance to each group
- Demonstrated experience providing customer service to a variety of community partners including residents, applicants for housing, and related interested parties.
- Ability to analyze and provide feedback on complex compliance, financial and policy issues.
- Demonstrated experience working independently as well as in a team setting.
- Strong organizational skills; able to prioritize and handle multiple tasks at any given time.
- Strong analytical skills; attention to detail and accuracy a must.
- Ability to identify and solve complex problems.

**Desirable Skills:**

- Bachelor's Degree in accounting, finance, real estate, business administration or related field **or** equivalent professional experience.
- 5+ years prior experience in housing finance, property management, compliance and/or real estate asset management.
- Housing Credit Certified Professional (HCCP) or the Consortium for Housing and Asset Management (CHAM), or Certified Property Management (CPM) designation a plus.
- Demonstrated experience with Microsoft Office 365 and Adobe Acrobat (or other PDF application).
- High comfort level working with smart phones, tablets, mobile computing, and remote communication tools such as Zoom, and MS Teams is required.
- Experience using complex database programs (e.g., Salesforce platform, Yardi, other enterprise-level applications) to perform work duties, manage workflow, run reports, and make policy recommendations.

**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.](#)
- 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 March 5, 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.