



Opening doors to a better life

Business Systems Administrator

Posting Date: June 20, 2025

Closing Date: Open Until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is July 7, 2025.*

Salary: \$7,361 - \$9,659 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 **Business Systems Administrator** position in the Information Technology Division.

The Information Technology unit is a part of the Administration division within the Washington State Housing Finance Commission. The Administration Division provides leadership in developing statewide housing policy and directs the implementation of the Commission's programs. The information Technology unit works to support the commission staff in accomplishing the commission's goals and objectives. This position is one of four positions within the Information Technology unit responsible for all commission business systems, including Homebase, Navision, and Emphasys.

The role of this position is to maintain and strategically design and implement Salesforce based solutions, including integrating with other software platforms and data warehouses. This includes selecting, blueprinting, gathering requirements, designing, and rolling out Salesforce solutions to end users. The **Business Systems Administrator** also ensures Salesforce availability through support functions and in-depth testing. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver projects according to plan. They will also define the project's objectives and oversee quality control throughout its life cycle.

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.

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