



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

Data Consultant 3

Posting Date: March 31, 2025
Closing Date: April 14, 2025. *Applicants are encouraged to apply as soon as possible.*
Salary: \$5,117 to \$6,876, depending on qualifications.
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 **Data Consultant 3** in the Multifamily Housing and Community Facilities Division. This position's primary focus is to provide operational support for data reporting, quality assurance, and business-side system maintenance to strengthen the Division's program operations and policy work. Additional responsibilities include supporting user experience improvements for the division's data systems, assisting with data management and reporting efforts, and contributing to documentation and process improvements. This position's workload will be directed by an IT Management Analyst and Senior Policy staff and works in close coordination with the Asset Management and Compliance Division to ensure alignment in data governance, reporting, and operational priorities.

The Multifamily Housing and Community Facilities Division is responsible for developing, applying and implementing policy and program recommendations for the administration of five statewide financing programs: Multifamily Housing, Non-profit Housing, Non-profit Facility, Beginning Farmer and Rancher, and Sustainable Energy. These programs issue bonds, allocate tax credits, or administer loans for over 50 projects annually, involving owners, developers, and underwriters around the nation for projects located across the state.

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:

Data Maintenance & Reporting

- Maintain and refresh routine and ad hoc reports, ensuring accuracy and clarity using Excel, Power BI, and other visualization tools.
- Maintain and update key performance indicators (KPIs) and program metrics, ensuring accurate tracking and reporting for decision-making.
- Assist in capturing updates to data systems and aligning reports, dashboards, and templates with evolving program needs.

Data Validation & Quality Assurance

- Perform data validation, quality checks, and routine audits, using reports and automated tools to detect errors and inconsistencies.
- Identify and resolve data inconsistencies to improve overall data integrity.
- Write clear and concise reports, summaries, and process documentation for internal and external audiences.
- Be a champion for data accuracy and integrity, ensuring reports and analyses are built on reliable, high-quality data.

System & Process Support

- Support business-side system maintenance, including backlog tracking, documentation, and testing of system updates and enhancements. Includes but is not limited to our Salesforce data system and online application portal.
- Provide support for document automation and troubleshooting common system issues.
- Contribute to process improvements by documenting cross-functional workflows and identifying opportunities to enhance efficiency across the Multifamily and Asset Management Divisions.
- Collaborate and communicate across the Multifamily Housing and Community Facilities division and Asset Management and Compliance division to align data needs and findings.

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

- Direct experience working with multiple data sources and preparing datasets and developing reports.
- Experience with data visualization tools (e.g., Power BI, Tableau, Excel)
- Familiarity with relational databases, data types, data quality practices, and reporting tools.
- Passion for data integrity, with the ability to detect and resolve data quality issues.
- Ability to clean, format, merge, and validate datasets using Excel (e.g., pivot tables, formulas, conditional formatting, etc.)
- Ability to work both collaboratively and independently, with a strong attention to detail and a focus on delivering accurate results.
- Strong writing skills and communication skills, with the ability to create clear reports, summaries, and process documentation.
- Ethical judgment, confidentiality, and excellent communication and customer service skills.
- Positive attitude, adaptability, and willingness to learn and contribute to a team-oriented environment.

Desirable Skills:

- Bachelor's degree in data management, business analysis, public affairs, or a related field
- Experience in requirements gathering, workflow mapping, and/or supporting process improvements.
- Project management skills, including task prioritization and managing multiple projects.
- Basic familiarity with Python or similar programming languages for data processing and analysis.

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/4889735/data-consultant-3>
- Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
- List of three or more professional references,
- Current resume indicating relevant experience, knowledge, skills, and education.

Web Site: <http://www.wshfc.org>.

Applicants are encouraged to apply as soon as possible. Application deadline is April 14, 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.