

## **FEDERAL HOME LOAN BANK OF SEATTLE**

If you're interested in making a difference at work AND working to make a difference, think about joining the Federal Home Loan Bank of Seattle.

The Seattle Bank makes our communities better places to work and live by providing funding products to its nearly 400 financial institution members -- and by contributing 10% of its annual net profits to affordable housing and community economic development.

A \$50 billion institution, the Seattle Bank is one of 12 Federal Home Loan Banks located across the U.S.

### **Affordable Housing - Compliance Analyst**

This position is responsible for thorough documentation of robust analysis of financial feasibility and regulatory compliance of Affordable Housing Program (AHP) projects from the time of the AHP subsidy request through project completion.

- Ensures compliance of awarded AHP projects at every stage of project development and throughout the 15-year compliance period for rental projects and five-year compliance period for owner-occupied projects. This includes, but is not limited to, analyzing a project's capital budget and long-term financial feasibility in general and in the context of the AHP regulation and Seattle Bank policies. Responsible for monitoring a project's progress toward completion, appropriate disbursement of AHP subsidy, and review of AHP subsidy extension requests and proposed project modifications. Also responsible for verifying household income and other project set aside commitments in accordance with the terms and conditions of the AHP award. Analysis of the project's financial feasibility and compliance with regulation and Seattle Bank policies must be robust and thoroughly documented in project files and the AHP database.
- Creates and sustains positive relationships with Seattle Bank member financial institutions, project sponsors, housing developers, and other stakeholders. Provide technical assistance as needed to facilitate successful compliance of the AHP subsidy. Perform on-site review of projects as required including physical project inspections, review of project and tenant files to determine income eligibility, and meet with Seattle Bank members, project sponsors and other interested parties.
- Provides support to the AHP Assistant Manager for reporting to the Seattle Bank's Board of Directors the state of risk management for Bank investments in AHP projects. Recommend enhancements to AHP policy, procedures, and internal controls for assuring the continued viability of AHP projects.
- Evaluates AHP application requests for subsidy, including an analysis of the AHP scoring criteria and a project's financial feasibility and compliance with regulation and Seattle Bank policies.
- Perform other duties as assigned.

This position requires a Bachelor's Degree in finance, public administration or related field or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired.

Five years experience in banking, community and affordable housing development, auditing, or related field is desired with the demonstrated ability to work independently and in groups to meet deadlines.

Proven verbal and written communication skills across various organizational levels as well with as external customers and strong interpersonal skills required. Public speaking experience preferred.

Candidate must possess and demonstrate competence in areas of problem solving, analytical processes, and successfully managing multiple projects and deadlines.

Expertise in MS Office, including Word, Excel, PowerPoint, and database management (including reporting and analysis) required.

We offer a rich compensation package, including competitive wages, comprehensive health benefits, three weeks vacation, 401K, a business casual environment as well as other benefits. Qualified candidates should direct resume and cover letter to:

Recruiter1, Federal Home Loan Bank of Seattle  
1501 Fourth Avenue Suite 1800  
Seattle, WA, 98101-1693.  
Or Email: [recruiter1@fhlbsea.com](mailto:recruiter1@fhlbsea.com).

No phone calls, please. The Federal Home Loan Bank values diversity in the workforce and is an equal opportunity employer. Women and Minorities are encouraged to apply.