

**State of Hawai'i**  
**Non-Civil Service**  
**Job Opportunity**  
**Housing Finance Specialist I**  
**State of Hawaii Executive Branch**  
**Salary: See Position Description**

*An Equal Opportunity Employer*

**Opening Date:** 07/09/18

**Closing Date:** Continuous

**RECRUITMENT INFORMATION**

This posting is for the State of Hawaii, Department of Business Economic Development & Tourism, Hawaii Housing Finance & Development Corporation.

The position is located in Honolulu, Island of Oahu.

**Salary: \$4,490.00 - \$5,683.00 per month**

If you have any questions regarding this non-civil service exempt position, please contact Rachel Isara-Phan at (808) 587-0610 (Monday - Friday, 8:00 a.m. - 4:00 p.m. (HST)) or email to Rachel.isara-phan@hawaii.gov.

**The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Department of Business Economic Development & Tourism, Hawaii Housing Finance & Development Corporation.**

**DUTIES SUMMARY**

This position is located in the Rental Financing Unit, Mortgage and Rental Financing Section, Finance Branch, of the Hawaii Housing Finance and Development Corporation, which is administratively attached to the Department of Business, Economic, Development and Tourism, State of Hawaii.

The Rental Financing Unit provides financing to developers/owners of rental units to develop and preserve affordable rental units.

This position assists the Rental Financing Unit Supervisor who is responsible for administering programs such as the Federal and State Low – Income Housing Tax Credit Programs, the Rental Housing Revolving Fund Program, and the Hula Mae Multi-Family Revenue Bond Program.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Knowledge:** Knowledge of the principles and methods of commercial real estate development and financing. Also, knowledge of current real estate trends.

**Skills/Abilities:** Ability to perform various mortgage financing calculations, analyze data and draw sound conclusions; prepare clear, complete reports; plan and organize the ensure timely

submittal of assignments; develop and maintain cooperative relationships; and be effective in dealing with others.

**Education:** Graduation from an accredited college or university, with a bachelor's degree in accounting, finance or economics preferred.

**Experience:** One (1) year of experience in real estate finance preferred.

**Other:** The requirements in Education and Experience stated above may be substituted with graduation from high school with six (6) years of work experience performing technical analysis or doing work in real estate finance or development.

### **OTHER INFORMATION**

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Submit resumes to:

Department of Business, Economic Development & Tourism  
Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300  
Honolulu, HI 96813  
Attn: Human Resources Office

**Or**

Email resumes to: [rachel.isara-phan@hawaii.gov](mailto:rachel.isara-phan@hawaii.gov)

Direct all inquiries regarding this position to:

Rachel Isara-Phan  
Phone: (808) 587-0610; Email: [rachel.isara-phan@hawaii.gov](mailto:rachel.isara-phan@hawaii.gov)  
(Monday –Friday, 8:00 a.m. – 4:00 p.m. (HST))

**NOTE: The State Recruiting Office will refer you to the Department of Business Economic Development & Tourism, Hawaii Housing Finance & Development Corporation regarding this exempt position.**

Recruitment #100893  
HOUSING FINANCE SPECIALIST I  
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