



# Housing Officer

Topeka, KS

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KHRC is looking for a Housing Officer for the Contract Administration Division.

This position will:

- Process contract renewals and rent adjustments.
- Perform rent calculations and necessary paperwork.
- Process Section 8 special claims.
- Perform quality assurance reviews of vouchers.
- Review and approve owner's monthly Housing Assistance payments (HAP) vouchers.

## Knowledge, Skills and Experience

High school diploma or GED and two years of experience in housing, banking, social services or public administration. A combination of education and experience may be accepted as determined relevant by KHRC.

## What We Offer

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Paid Time Off  
Discretionary Day  
Paid Holidays  
Paid Maternity/ Paternity Leave  
Medical, Dental, and Vision Insurance  
Retirement Plan  
Tuition Assistance  
Paid Covered Parking

**Resumes will be accepted until Friday, March 6, 2020**

## Kansas Housing Resources Corporation

*We help Kansans access the safe, affordable housing they need and the dignity they deserve.*

KHRC is an Equal Opportunity Employer

TO APPLY, SEND COVER LETTER AND RESUME TO:

### Deanna Johnson

Director of Human Resources  
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Topeka, KS 66603

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WEBSITE:

[kshousingcorp.org](http://kshousingcorp.org)

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**Starting pay for this position is \$19.63/hour.**