



Kansas Housing Resources Corporation

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

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Gina Coffman

Director of Human Resources
611 S Kansas Avenue, Suite 300
Topeka, KS 66603

PHONE:
785-217-2009

WEBSITE:
kshousingcorp.org

EMAIL:
gcoffman@kshousingcorp.org

Starting pay for this position is \$20.00/hour depending upon experience.

Associate Accountant

Topeka, KS

KHRC is looking for an Associate Accountant for the Finance Division. This position will:

- Sets up new grant projects, vendors, and budgets in Project Cost as needed
- Prepare grant status reports, which includes reconciling grant balances to the federal draw sheets, Project Cost, and general ledger balances for distribution.
- Process monthly credit card payment, review transaction coding and prepare activity for integration, review invoices and supporting documentation for proper coding and approval
- Process sales transaction entry invoicing for all inventoried items (compliance, reservation, allocation, FDIC, qualified contract, etc.)

Knowledge, Skills and Experience

Bachelor's degree in accounting or related field. A combination of education and experience may be accepted as determined relevant by KHRC. Working knowledge of Generally Accepted Accounting Principles (GAAP) and methods, GAAS and in data processing systems in accounting and finance operations

What We Offer:

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, June 18, 2021

KHRC has implemented procedures to minimize the risk of exposure to COVID by practicing social distancing, reduced customer capacity, face mask policy and enhanced cleaning procedures. All interviews are fully remote.