



Compliance Officer

Topeka, KS

KHRC is looking for a Compliance Officer for the Housing Compliance Division.

This position will:

- Complete compliance reviews of Tax Credit, Bond, HTF, TCAP, CE, HOME and FDIC properties according to KHRC and Federal policies, procedures, and required time frames.
- Ensure file inspections are completed timely and 60-day notices are issued to the owner/agent according to policy.
- Complete file reviews, invoice monthly as required, and perform portfolio audits as necessary according to the Asset Management Agreements of the TCAP/CE properties.
- Review and respond to correspondence from owner, management agents, property managers, and/or residents regarding affordable housing programs.
- Respond to complaints regarding affordable housing programs.
- Review Annual Report submissions and complete compliance evaluations of tenant data.

Knowledge, Skills and Experience

Bachelor's degree in a related field and two years of experience in housing, public administration, banking, or social services. A combination of education and experience may be accepted as determined relevant by KHRC.

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 Sunday, October 24, 2021

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:

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 \$23.75 hour based on experience

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.