



## Compliance Officer

Topeka, KS

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KHRC is looking for a Compliance Officer for the Contract Administration Division. This position will:

- Complete compliance tasks related to the Housing Assistance Payments (HAP) contracts in KHRC's portfolio, as assigned, according to KHRC and HUD policies, procedures, and required timelines.
- Schedule and conduct on-site Management and Occupancy Reviews (MOR) and ensure the MOR report is issued timely according to the requirements of the ACC.
- Review owners' responses to compliance reports and reply accordingly by issuing a final response or requesting additional information as needed.
- Review program procedures and policies and recommend changes that increase efficiency and productivity.
- Other duties as assigned.

*\*Please note this position requires extensive travel throughout the state, including overnight stays.*

*KHRC employees are required to work in office Monday-Friday until training is complete. After training is complete, this position would qualify for a hybrid schedule.*

### Knowledge, Skills and Experience

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

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### 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 through Friday, April 14, 2023.**

785-217-2001 | KSHOUSINGCORP.ORG | 611 S. KANSAS AVENUE, SUITE 300 | TOPEKA, KANSAS 66603

## 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, services, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

### **Katelyn Ramirez**

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

PHONE:  
785-217-2052

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

EMAIL:  
[kramirez@kshousingcorp.org](mailto:kramirez@kshousingcorp.org)

Starting pay for this position is \$26.00/hour based upon experience.