



## PBCA Finance Officer

Topeka, KS

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

- Complete financial 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.
- Process contract renewals and rent adjustments timely, ensuring the owner has submitted the required documents, the rent is calculated correctly, and the appropriate entries are made in the HUD secure and internal tracking systems.
- Process Section 8 special claims in accordance with HUD guidelines using KHRC policies and procedures
- Prepare monthly letters for the Section 8 financial section, as assigned.
- Perform quality assurance reviews of vouchers and Tenant Rental Assistance Certification System (TRACS) data in accordance with HUD guidelines, as assigned.

### Knowledge, Skills and Experience

Bachelor's degree in accounting, finance or related field and two years of experience in housing, public administration, or banking. 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, February 10, 2023.**

## 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:

### 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 depending upon experience.**