



Internal Auditor

Topeka, KS

KHRC is looking for an Internal Auditor. This position will:

- Establish and manage internal audit procedures ensuring that overall policies and practices and/or regulations meet compliance requirements.
- Complete audits and review KHRC processes, procedures and methodologies and detect issues occurring.
- Assist KHRC Directors with development of quality control methods while maintaining policies and procedures relative to core tasks.
- Provide recommendations to KHRC management for improved efficiencies and to improve program compliance.
- Provide technical assistance with program procedures, policies, Federal rules and regulations.
- Establish and perform monthly quality assurance reviews in the Contract Administration Division.

Knowledge, Skills and Experience

Bachelor's degree in a related field and two years of experience in housing, public administration, accounting, banking, or social services. A combination of education and experience may be accepted as determined relevant by KHRC. Knowledge and experience with Microsoft Office Suite with proficiency in Word, Outlook, and Excel.

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, March 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 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

EMAIL:
kramirez@kshousingcorp.org

Starting pay for this position is \$29.81/hour.