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

Starting pay for this position is $29.81/hour.