Compliance Officer
Topeka, KS

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.

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 Wednesday, March 20, 2024.

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