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

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

EMAIL:
kramirez@kshousingcorp.org

Starting pay for this position is $26 - $30/hour based upon experience.