Weatherization Program Monitor
Topeka, KS

KHRC is looking for an individual to assist in assuring the Weatherization Assistance Program is compliant with federal, state and local regulations.

Key duties include:
- Provide programmatic and management training and best practices for new and existing subrecipients.
- Provide best-practices in the management and working relationships with local weatherization subrecipients, auditors, inspectors, raters and building contractors.
- Work closely with the Weatherization team to develop, implement, and maintain the expansion of weatherization services involving utility companies and other entities for revenue generation.
- Present weatherization program information to small and large groups as needed.
- Oversee the maintenance, training, and upgrading of management and reporting software systems such as Hancock.

This position requires a valid driver’s license due to the travel involved.

Knowledge, Skills and Experience

Four-year accredited college degree in finance, accounting or related field plus four years of experience in accounting and/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 Friday, May 17, 2024.

Starting pay for this position is $30.29/hour.

*This is a grant funded position and will end once funds are expended.

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: hr@kshousingcorp.org

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.

Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.