



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 service, 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:
hr@kshousingcorp.org

Starting pay for this position is
\$30.29/hour.

Weatherization Program Monitor

Topeka, KS

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

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.