



PBCA Finance Officer

Topeka, KS

KHRC is looking for a Finance Officer for the Contract Administration Division. This position will:

- Complete financial 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.
- Process contract renewals and rent adjustments timely, ensuring the owner has submitted the required documents, the rent is calculated correctly, and the appropriate entries are made in the HUD secure and internal tracking systems.
- Process Section 8 special claims in accordance with HUD guidelines using KHRC policies and procedures
- Prepare monthly letters for the Section 8 financial section, as assigned.
- Perform quality assurance reviews of vouchers and Tenant Rental Assistance Certification System (TRACS) data in accordance with HUD guidelines, as assigned.

Knowledge, Skills and Experience

A bachelor's degree is preferred and/or two years of experience in housing, public administration, or banking. 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 9, 2025.

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

200 SW 6th Ave
Topeka, KS 66603

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WEBSITE: kshousingcorp.org

EMAIL:
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Starting pay for this position is \$27.00/hour depending upon experience.