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**Kansas Housing Resources Corporation is currently seeking a Senior Housing Officer, this position will:**

- Oversee all aspects of the Housing Assistance Payments (HAP) contracts under the PBCA ACC to ensure a timely completion of all required financial tasks.
- Supervise and direct program staff through leadership, training, coaching/mentoring, review of work, establishing priorities, and on-going performance review/feedback.
- Conduct annual performance appraisals of staff using the tools and forms provided by KHRC Human Resources (HR).
- Create annual work plan ensuring all financial tasks under the PBCA ACC are completed timely and assign work plan to staff accordingly.
- Monitor the annual financial work plan to ensure proper contract renewal and rent adjustment notices are sent within the required timeframes.
- Monitoring staff processing timelines to ensure all HUD and KHRC required timeframes are met; reassigning the work load if necessary.
- Review contract renewals and rent adjustments processed by staff to ensure all required documents have been submitted, the calculation of contract rent is correct, and the correct entries are made in the HUD secure and internal tracking systems.
- Review Section 8 special claims processed by staff to ensure all required documents have been submitted and the claim has been correctly calculated, and the correct entries are made on the internal tracking systems.
- Monitor 3<sup>rd</sup> party vendor's processing of the HAP vouchers; ensuring vouchers received by vendor are processed timely.
- Process and approve the monthly HAP payment after eLOCCS notification is received and submit to KHRC Fiscal Staff for payment.
- Prepare monthly, quarterly, and annual reports as required by the PBCA ACC.
- Conduct monthly quality assurance of financial tasks and tenant concerns and report findings in the monthly reporting to HUD.

**Qualifications:**

- Bachelor's degree in a related field and two years of experience in housing, public administration, banking, or social services. A combination of education and experience may be accepted as determined relevant by KHRC.
- Ability to lead and direct program staff.
- Knowledge of the principles, practices, and strategies of multifamily housing management.
- Knowledge of the principles, practices, and strategies of housing activities.
- Knowledge and experience with Microsoft Office Suite and PCs in general; proficiency in Word, Outlook, and Excel.
- Ability to read, interpret, and apply federal and state rules and regulations.
- Ability to analyze and interpret report information and recommend the appropriate corrective action.
- General knowledge of Tax Credit, Bond, National Housing Trust Fund, and HOME programs (IRC Section 42 and 24 CFR Part 92).
- General knowledge of Project-Based Section 8 regulations (HUD Handbook 4350.3 REV-1); Tax Credit, Bond, National Housing Trust Fund, and HOME programs (IRC Section 42 and 24 CFR Part 92), State landlord law, and Fair Housing Laws or the ability to learn within six months.

We offer an attractive benefit package, which includes Paid Time Off (PTO), holiday pay, health insurance, dental insurance, life insurance and a retirement plan. Pay for this position is dependent upon experience.

To apply please submit your resume to Deanna Johnson at [DJohnson@kshousingcorp.org](mailto:DJohnson@kshousingcorp.org)

Kansas Housing Resource Corporation is an Equal Opportunity Employer.