

**Come
work
with us**

Housing Compliance and HR Assistant

City Care exists to do the work few others are willing to do. We believe in the intrinsic value of every person. It is with love and compassion we advocate for the overlooked in our community. We provide food for the hungry, relief for the hurting, and hold space for complete restoration of lives that have gotten off course. And with enough endurance, we witness, firsthand, remarkable stories of transformation. We believe in the power of unity. Poverty, homelessness, mental illness and substance use disorder are community issues and deserve a community response of support for those working to create a better life for themselves and their loved ones. We are better, together.

Still reading? Great! Now more about the position. City Care is looking for a reliable, detail-oriented, task-oriented individual to serve as the Housing Compliance and HR Assistant. This position will work with the Chief Financial Officer, Housing Compliance and Accounting teams, and be responsible for carrying out day-to-day activities related to the certification of tenants for affordable housing along with providing administrative support. This position is full-time (36-40 hours per week), non-exempt/hourly, with benefits.

Must be able to multi-task and handle multiple projects simultaneously. Requires ability to communicate effectively with residents, staff and other stakeholders. The primary responsibility of this position is to providing administrative support for housing compliance, accounting and human resources. Additional responsibilities include, but are not limited to

Responsibilities include, but are not limited to:

Housing Compliance -Assisting with initial certification/annual recertification of affordable housing tenants.-Assisting with compliance operations and reporting requirements including entering data into required databases-Entering requests on maintenance log and maintain maintenance files.

Human Resources-Assisting with human resource/payroll functions including maintaining electronic records and employee files.-Assisting with new employee on-boarding.-Compiling bi-weekly timesheet data and submit to the payroll vendor for processing.Accounting:-Reconciling monthly bank statements and Section 8 Housing Assistance Payments (HAP)-Mailing accounts payable outgoing payments and file supporting documentation.-Mailing donor contribution receipts.

To be considered for this position, please submit a cover letter, compensation requirements and resume to terrie@citycareokc.org by December 15. No phone calls please.



CITY CARE