



CUMBERLAND HOUSING GROUP

JOB DESCRIPTION

Position Title: Director of Administrative Services	Salary Grade: 13
Department: Administrative Services	FSLA Status: Exempt
Reports To: Chief Executive Officer	Last Reviewed: 1/19/2022
Positions Supervised: Administrative Services Positions	

General Description of Position

This position is responsible for administering the fiscal, human resources and Information Technology operations for all agencies within the Cumberland Housing Group. It involves complex accounting activities, financial reporting, budgeting and budgetary controls, and tracking property assets. The position requires a thorough knowledge of current accounting techniques, policies, procedures and reporting requirements of the Department of Housing and Urban Development, Maryland Department of Housing and Community Development and other funding agencies. This position exercises considerable independent judgment in the execution of financial operations for all included agencies. Supervision is exercised over the Accounting, Purchasing and other Administrative positions. Work is performed under the general supervision of the Chief Executive Officer and is evaluated through independent audits, the Public Housing Assessment System, and other funding agency methods.

Position Duties and Responsibilities

- Provides administration over all functions, duties and responsibilities of the Administrative Services Department.
- Plans, organizes and directs the work of assigned staff.
- Provides supervision over all employees within the department including performing evaluations and disciplinary actions.
- Serves as a member of the senior management team participating in developing policy and making decisions which shape the operations of the Cumberland Housing Group.
- Provides recommendations to the Chief Executive Officer on improving the operations and performance of the Administrative Services Department.
- Serves as one of a three person interview panel for prospective new employees within the department.
- Conducts departmental staff meetings.
- Theoretical and working knowledge of business principles and demonstrated experience in applying those principles to program administration.

- Extensive knowledge of federal, state and city laws, codes, ordinances and regulations related to the operation of public and affordable housing.
- Excellent knowledge of Asset Management purpose and functions.
- Knowledgeable of trends and opportunities related to affordable housing development.
- Experience in establishing and maintaining effective working relationships with elected officials, associates, representatives of other public agencies and the general public.
- Extensive knowledge of federal, state and city laws, codes, ordinances and regulations related to the operation of public and affordable housing.
- Extensive knowledge of housing programs, regulations, and operating procedures related to the department.
- Possess certifications in Public Housing Finance, Procurement, Fair Housing, and additional certifications/training.
- Receives, reviews and records income rent, maintenance charges and other sources of income.
- Prepares and payroll checks and maintains employee earnings records.
- Prepares cash flow and availability information.
- Provides the maintenance of all accounting and fiscal records.
- Directs the proper disbursement of all funds for purchases, contracts, payrolls and other necessary expenditures.
- Supervises the processing of accounts payable, payroll, check processing, filing of invoices, purchasing orders and the maintenance of employee earnings records.
- Performs monthly reconciliation, the closing of books at fiscal year end, prepares statements for financial reports and prepares detailed accounts analysis as directed.
- Maintains development, modernization, and grant sub-ledgers and reports actual to-date expenditures to Chief Executive Officer.
- Prepares the annual operating budget with the Chief Executive Officer for review and subsequent approval by the Board of Commissioners/Directors the required local, State and Federal government entities.
- Competitively secures a qualified Auditing firm, prepares and assembles records for the annual audit and files completed audits appropriately.

- Reviews the work of various departments and individuals in the performance of their fiscal operations and assists the Chief Executive Officer to develop procedures for carrying out and improving operations.
- Prepares reports or statements pertaining to the Cumberland Housing Group's fiscal operations for the Chief Executive Officer, the Board of Commissioners/Directors, and the required local, State and Federal government entities.
- Prepares and submits tax withholding, federal deposits, Maryland sales tax reports, Maryland tax returns as well as monthly and annual reports on federal tax, state tax, social security and retirement.
- Coordinates and monitors the Information Technology system as system manager. Advises system users in operation of computer and accessories. Works with software and hardware maintenance vendors to correct problems. Installs programs for use by Cumberland Housing Group computer users and updates existing programs as needed to better suit the needs of users.
- Manages employee benefits programs for the Cumberland Housing Group.
- Analyzes cash and prepares investment transfers.
- Responsible for investing and monitoring Cumberland Housing Group funds to maintain the highest interest rate possible and to protect those investments with securities in conjunction with the Chief Executive Officer.
- Performs other reasonably related duties as assigned by the Chief Executive Officer.

Work Environment

- The position incumbent works in both an office and outside environment to perform job functions.
- Physical: Work is performed inside and outside of the developments owned by the Cumberland Housing Group. Essential functions require maintaining physical condition necessary for data entry, sitting, standing and walking for prolonged periods of time.
- Mental: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization and of varying degrees of mental competency.
- Environmental: Work is performed in a climate controlled office environment as well as inside and outside of the Cumberland Housing Group developments. Employee is exposed to various weather conditions and to possible disruptive residents and non-residents.

- Work will require routine local and occasional out of area travel to attend education, meetings, conferences, and seminars.
- Work will require interaction with a variety of officials including funders, investors, design professionals, legal, marketing, government, and business representatives.

Required Qualifications for the Position

- Bachelor's Degree from an accredited college or university with major course work in accounting or business administration with accounting emphasis.
- Four to six years of experience in accounting or executive secretarial administration involving participation in the planning and management of a business or government program.
- An equivalent combination of education and experience to meet the requirements above.
- Thorough knowledge of the laws and administrative policies governing the Cumberland Housing Group financial and budgeting practices and procedures.
- Thorough knowledge of general principles of finance, bookkeeping and accounting principles, methods and practices, including budgeting, reporting and HUD Accounting requirements.
- Ability to formulate and install standard accounting methods, procedures, forms and records.
- Must have a valid vehicle operator's license with a driving record acceptable to the Cumberland Housing Group's insurance carrier.
- Will be required to satisfactorily complete pre-employment screening which includes but not limited to a criminal history check, drug test, and medical exam.
- Must be capable of being bonded by an insurance policy.
- Must have excellent resident interaction skills possessing the proper attitude toward the elderly and low-income families with an understanding of how to deal with these and other difficult people.
- Must have the ability to maintain a polite and effective working relationship with the general public.
- Considerable knowledge of modern office practices and procedures and of modern office machines, and correct infrequent or easily resolved error conditions.
- Ability to prepare informative financial reports and to maintain exacting accounting records and to prepare accounting reports and statements of some complexity.

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- Above average computer operation skills and knowledge of the Microsoft Outlook, Word, Excel software, use of the Internet and email.
- Ability to maintain reporting requirements, to keep records in an acceptable manner, to plan and organize work, and must have the ability to pay attention to detail.
- Ability to solve problems independently and carry out verbal and written instructions.
- Ability to work in a fast-paced, team oriented, deadline driven, results-based environment and to accurately complete complex tasks in a timely manner.
- Will maintain a working telephone and provide such number to management throughout employment.

Nothing contained in this Job Description or in any other materials or information distributed by the Cumberland Housing Group creates a contract of employment between an employee and the Cumberland Housing Group. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and the Cumberland Housing Group retains that same right. No statements to the contrary, written or oral made either before or during an individual's employment can change this. No individual supervisor, manager or officer can make a contrary agreement.

I have read and understand the duties and requirements of this position. I agree to perform according to this Job Description.

Employee Signature

Date Signed