



CUMBERLAND HOUSING GROUP

JOB DESCRIPTION

Position Title: Finance/HR Manager	Salary Grade: 11
Department: Administrative Services	FSLA Status: Exempt
Reports To: Chief Executive Officer	Last Reviewed: 1/20/2026
Positions Supervised: Administrative Services Positions	

General Description of Position

This position serves as the assistant to the Department Director or as an intermediary/probationary step to the position of Department Director. This position is responsible for the administration and oversight of fiscal, human resources, and information technology operations for all agencies within the Cumberland Housing Group. The role requires advanced accounting expertise, independent judgment, and the ability to manage complex financial and regulatory requirements. The position may experience heightened workload and stress during fiscal year-end closeout and audit periods.

Position Duties and Responsibilities

- Supervises and performs, as necessary, all accounts payable and accounts receivable functions for multiple agencies.
- Directs the proper disbursement of funds for purchases, contracts, payroll, and other authorized expenditures.
- Receives, reviews, records, and deposits all sources of income; performs daily bank deposits.
- Supervises and performs bank reconciliations for multiple accounts, ensuring reconciliation with the general ledger.
- Oversees or performs the collection and accounting of laundry facility revenues in coordination with a second employee.
- Supervises purchase order processing, invoice review, check issuance, filing, and record retention.
- Prepares cash flow analysis, monitors fund availability, and analyzes cash balances to facilitate investment transfers.
- Prepares and submits Maryland sales tax reports, state tax filings, and federal payroll tax reporting, including Social Security and other required filings.
- Maintains and posts journal entries related to daily operations, including accruals, amortization, interest income, insurance, and contract expenses.
- Maintains subsidiary ledgers for developments, modernization, grants, and other funds; reconciles and reports actual expenditures to date.

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- Assists with inter-fund reconciliations, ensuring consistency between receivables and payables across ledgers.
- Performs monthly reconciliations, fiscal year-end closeout, detailed account analysis, and preparation of financial statements.
- Closes ledgers at month end and year end; generates balance sheets and income statements before and after closing for internal and external reporting.
- Prepares the annual operating budget in coordination with the Chief Executive Officer for review and approval by the Board of Commissioners/Directors and applicable local, state, and federal entities.
- Procures a qualified independent auditing firm through competitive processes and prepares all records for annual audits.
- Coordinates audit fieldwork, responds to requests, and ensures proper filing and distribution of completed audits.
- Prepares financial reports and statements for the CEO, Board of Commissioners/Directors, HUD, MD DHCD, and other funding agencies.
- Ensures compliance with HUD accounting requirements, PHAS standards, and all applicable funding regulations.
- Oversees and maintains the Fixed Asset Inventory system, including inventory tagging and electronic records.
- Conducts physical inventories as required and reconciles fixed asset sub-ledgers to the general ledger, including land, buildings, and equipment.
- Supervises and serves as Human Resources Manager, ensuring confidential maintenance of personnel records.
- Participates as a member of interview panels and oversees departmental hiring processes.
- Supervises and administers employee benefits programs.
- Reviews and approves employee timesheets and leave requests; submits payroll data to third-party payroll providers.
- Monitors payroll earnings records and ensures proper submission of tax withholdings and required deposits.
- Performs administrative functions related to the 457(b) Deferred Compensation Plan and Maryland State Retirement System.
- Investigates, documents, and reports property, liability, and workers' compensation insurance claims.
- Plans, organizes, and supervises all accounting and fiscal records, functions, and staff within the Administrative Services Department.
- Conducts staff meetings, performs employee evaluations, and administers corrective or disciplinary actions as necessary.

- Serves as a member of the senior management team, participating in policy development and operational decision-making.
- Reviews fiscal operations across departments and provides recommendations to the CEO to improve efficiency, controls, and procedures.
- Coordinates and monitors information technology systems as system manager.
- Advises users on system operation and works with software and hardware vendors to resolve issues.
- Installs, updates, and maintains software applications to meet organizational needs.
- Oversees the investment and monitoring of agency funds to maximize returns while safeguarding assets, in coordination with the Chief Executive Officer.
- Performs other 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. **This position is challenging at times and requires the right person with a documented background in higher level accounting.**
- 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

- Associate's Degree from an accredited college or university with major course work in Accounting or Business Administration with accounting emphasis.
- Four (4) to six (6) years of progressively responsible higher-level experience in accounting in a business or government program.
- Equivalent combination of education and experience may be considered.
- Advanced knowledge of accounting principles, budgeting, reporting, HUD accounting requirements, and asset management.

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- Strong computer proficiency, including Microsoft Outlook, Word, Excel software, internet, and email applications.
- Ability to work independently, meet deadlines, and perform complex tasks accurately in a fast-paced environment.
- Excellent written and verbal communication skills and strong attention to detail.
- Demonstrated ability to work effectively with elected officials, staff, public agencies, residents, and the public.
- Completion and maintain a Public Housing and/or Multifamily Housing Financial Management training class.
- Required or ongoing certifications in Procurement, Fair Housing, Equal Opportunity Employment, and other finance or HR related training and human resources as directed by the CEO.
- Ability to be bonded by an insurance carrier.
- Valid driver's license with a driving record acceptable to the Cumberland Housing Group's insurance carrier.
- Successful completion of pre-employment and random screening, including criminal background, and drug testing.
- Advanced knowledge of modern office practices and procedures and of modern office machines, and correct infrequent or easily resolved error conditions.
- Excellent knowledge of Asset Management purpose and functions.
- Extensive knowledge of the laws, regulations and operating policies/procedures related to the financial and budgeting operations of the internal housing programs.
- Ability to prepare informative financial reports, maintain exacting accounting records and to prepare accounting reports and statements of some complexity.
- Ability to maintain reporting requirements, to keep records in an acceptable manner, to plan and organize work, and must have excellent attention to detail.
- 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.
- 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.

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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