



# Baltimore City Department of HOUSING & COMMUNITY DEVELOPMENT

## **Chief Financial Officer - Operations Manager II**

Non-Civil Service Position

### **Overview**

The Baltimore City Department of Housing and Community Development is seeking a Chief Financial Officer.

The Baltimore City Department of Housing and Community Development (DHCD) was created in 1968 to consolidate local community development efforts with housing and building code enforcement. With over 400 employees, DHCD strengthens City neighborhoods by attracting investors, developers and homebuyers. Through the administration of Community Block Grant (CDBG), Home funds, City bond funds, and other creative financing mechanisms, the Department finances and guides strategic development projects to meet housing and neighborhood needs. To hold property owners accountable and keep neighborhoods safe, DHCD monitors construction, building activity and enforces the City's building, fire, zoning and related codes, as well as provides energy conservation services.

The Chief Financial Officer (CFO) is responsible for the planning, directing and managing of the entire Department of Housing and Community Development's finance, budget, accounting and procurement operations. The CFO is responsible for the oversight of the annual budget, financial forecasts, proposed fiscal plans and audits, as well as the development of financial and budgetary policies and procedures in accordance with the Generally Accepted Accounting Principles (GAAP).

### **Essential Duties and Responsibilities**

- Oversee and direct the financial operation and annual budget in conjunction with DHCD Senior management team.
- Direct and manage the payroll system to ensure all staff are paid on a timely and accurate basis.
- Manage accounting controls and services for payments, expenditures and receivables within the agency's approved budgets.
- Direct the preparation and present all financial reports in an accurate and timely manner.
- Oversee the monitoring of grant funds and makes recommendations on grant expenditures.
- Directs and coordinates the agency's financial affairs according to sound principles, Generally Accepted Accounting Principles (GAAP), and City, State and Federal government regulations.
- Provides direction, recommendations and the Housing Commissioner on financial and fiscal matters.

## **Required Knowledge, Skills and Responsibilities**

- Expert knowledge of the principles, methods and practices of Generally Accepted Accounting Principles (GAAP).
- Expert knowledge of Microsoft Excel; highly skilled in Microsoft Office.
- Advanced knowledge of report preparation techniques, procedures and demonstrated ability to prepare and evaluate professional, technical reports and other documents.
- Knowledge of fiscal and budgetary principles and practices, as well as accounting, grants and reporting.
- Ability to speak and write effectively; excellent communication skills
- Ability to establish and maintain effective working relationships with associates, officials and others.
- Ability to direct and lead a large team and interpersonal skills
- Analytical and abstract skills
- Supervisory experience

## **Qualifications**

A Master's degree in Finance, Business Administration, Public Administration, Management, Law or related field from an accredited college or university plus 8 years of senior management, policy-driven operational responsibilities including 4 years of experience managing homogeneous functions through subordinate supervisors is required. Applicants may have an equivalent combination of education and experience. Certified Public Accountant preferred.

## **Compensation**

This career opportunity offers a comprehensive benefits package and a salary range of \$88,842 - \$146,472.

## **Contact**

Qualified individuals should submit a detailed resume and cover letter with salary requirements to:

Felicia T. Knight-Davis, HR Business Partner  
DHCD Human Resources Division  
417 E. Fayette Street, Suite 201  
Baltimore, MD 21202  
[felicia.knight-davis@baltimorecity.gov](mailto:felicia.knight-davis@baltimorecity.gov)

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