



HOUSING
AUTHORITY of
BALTIMORE CITY

Chief Financial Officer



Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

www.gansgans.com



HOUSING IN THE CITY OF BALTIMORE

The Housing Authority of Baltimore City (HABC) was established in 1937 to provide federally-funded public housing programs and related services for Baltimore's low-income residents. HABC is one of the largest public housing authorities in the country. Currently, HABC owns and manages 8,236 public housing units in 15 developments and has more than 600 employees. HABC serves over 19,500 households through public housing, the Housing Choice Voucher Program, HUD's Rental Assistance Demonstration Program (RAD), and other rental assistance programs.

GOALS

"The Four Cs of HABC"

Communication

Create clear and consistent communication.

Community

Improve the housing and quality of life for the people we serve.

Customer Service

Increase efficiency, responsiveness, and accountability in the services we provide to our internal and external clients.

Collaboration

Build upon our commitment to strong partnerships with residents, employees, government, nonprofit and business communities.

Position Summary

Under general supervision, this is a highly responsible executive level position accountable for planning, directing, and controlling the financial plans, policies, and affairs of the Housing Authority of Baltimore City (HABC). Directs and has overall management responsibility for all accounting, budgeting, financial management/analysis, risk management, and procurement functions for HABC. Duties include overseeing the HABC annual Operating and Capital budgets, special program budgets, Section 8 budget, Capital funds, and Hope VI budget. Appraises operating results in terms of costs, budgets, policies, operations, trends, and increased opportunities. Develops policies and procedures. Oversees the Management Information Technology (IT) division. Performance of duties requires a thorough knowledge of Generally Accepted Accounting Principles (GAAP), the principles and procedures of budgetary planning and control, procurement practices, risk management, and information systems and excellent management, supervisory, organizational, and public relations skills. Works with the Commissioner/Executive Director and Board in the development and execution of the HABC Strategic Plan.

Major Duties and Responsibilities

- Establishes major economic objectives and policies for the Housing Authority of Baltimore City (HABC).
- Oversees and directs the financial operation and annual budgets of HABC, to include Finance and Accounting, Procurement, Fiscal Operations, Budgets, Analysis, Procurement, Risk Management, Financial Management, special program budgets, Capital budgets, Operating budgets, Section 8 funds, and Hope VI funds. Oversees financial forecasts and proposed fiscal plans. Develops budgetary and financial policies and procedures, and reviews those proposed by Directors, Section Chiefs, and by other management units for HABC.
- Directs HABC functions of Finance, Accounting, Procurement, and Budgeting in providing and directing procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services for payments, expenditures, and receivables within the agency's approved budgets.
- Interprets general operating results as they affect the financial aspects of the Agency. Plans, makes specific recommendations to the Commissioner/Executive Director and Board of Commissioners, and directs new operational programs, policies and procedures to obtain optimum efficiency and reduced costs.
- May review and recommend approval of RFPs, contracts, major agency purchases of services, and insurance purchases.
- Provides direction on risk control issues.
- Directs and coordinates the Agency's financial affairs according to sound financial principles, Generally Accepted Accounting Principles (GAAP), and City, State, and Federal government regulations. Assures compliance with HUD and City of Baltimore Department of Finance regulations.
- Appraises the organizations' financial position and directs the preparation of periodic financial and operating reports, which outline the agency's financial position in areas of income, expenses, and earnings based on past, present, and future operations.
- Manages the Chief Information Officer to assure procedures and systems are in place necessary to maintain proper records and to afford adequate accounting controls and services.
- Makes or approves hiring, promotional, disciplinary action, and termination decisions within the Financial Services Division.

- Performs other related duties as required.

Knowledge and Abilities

- Knowledge of the general operations of a large Public Housing Agency (PHA).
- Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners.
- Knowledge of purposes, policies, and regulations of the City of Baltimore's Department of Finance.
- Knowledge of modern office practices and procedures, including an expert knowledge of the principles of public finance and contract administration.
- Expert knowledge of the principles, methods, and practices of Generally Accepted Accounting Principles (GAAP).
- Expert knowledge of the principles and techniques of budgetary planning and control.
- Advanced knowledge of report preparation techniques and procedures, and a demonstrated ability to prepare and evaluate professional, technical reports, and other documents.
- Advanced knowledge of Microsoft Excel.
- Thorough knowledge of information management systems and computer-based accounting systems and database management.
- Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Board of Directors of the Housing Authority, the City of Baltimore, the State of Maryland, and the federal government.
- Ability to direct and supervise the work of a large professional staff.
- Ability to present ideas and information in a clear and concise manner, both orally and in writing.
- Ability to train and instruct subordinates to effectively and efficiently achieve departmental goals.
- Ability to prepare and interpret comprehensive, accurate and concise reports and data.
- Ability to establish and maintain effective working relationships with co-workers, residents, contractors, vendors, the general public, and local, state, and federal officials.

Education, Experience and Requirements

- Graduation from an accredited four (4) year college or university of recognized standing with major course work in accounting, finance, or related field. MBA and CPA desirable.
- At least ten (10) years progressively responsible experience in budget analysis, purchasing, and/or accounting, with at least seven (7) years in a supervisory position, three (3) of which were in a highly responsible executive level, management position.
- Any equivalent combination of education, training and experience, which provides the required knowledge and abilities, may be considered sufficient.

Special Requirements

- Must have possession of a valid driver's license.
- Must be able to be covered under the Housing Authority's fidelity bond and vehicle insurance carrier.
- A personnel security investigation is required prior to appointment.
- Confidential financial disclosure report required.
- Baltimore City residence is strongly preferred.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Simone Gans Barefield

Gans, Gans & Associates, 7445 Quail Meadow Road, Plant City, FL 33565

Phone: (813) 986-4441 ext. 7116/Fax: (813) 986-4775

Email: simone@gansgans.com

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

HABC is an equal opportunity employer that strives to provide equal access to employment opportunities, services, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or veteran status.

EOE/M/F/D/V





Baltimore is the largest city in Maryland, with a population of 621,849. The city is located on a harbor that leads to the Chesapeake Bay and it encompasses 80 square miles. Dubbed "Charm City", Baltimore is also called "a city of neighbourhoods" because of its more than 280 distinctive residential areas. The city boasts a revitalized downtown and is home to 13 colleges and universities, including Johns Hopkins University, Morgan State University, and the University of Maryland Baltimore.

The second largest seaport in the Mid-Atlantic, Baltimore is a city on the edge of the next economy. Worldwide economic players headquartered in the city, like Under Armour, Johns Hopkins Hospital, and Advertising.com, are helping employ 265,000 Baltimoreans in over 13,000 businesses.

A historic and culturally rich city, Baltimore is the birthplace of the national anthem, Billie Holiday, and Upton Sinclair. The city has an artistic heart: it's home to the largest collection of Matisse masterpieces in the world, has the most public monuments per capita of any U.S. city, and is the muse to artists as diverse as John Waters, Dan Deacon, and David Simon.

The city's downtown area includes the iconic Inner Harbor waterfront that attracts millions of visitors each year, but it is more than a tourist destination.

Arts & Culture

A deep and rich cultural legacy, low cost of living, and broad array of arts institutions contribute to a flourishing arts scene that includes renowned institutions and events, and an evolving underground arts community that has nurtured acclaimed musical, visual, and performing artists and was hailed by *Rolling Stone* magazine for having the country's "Best Scene."

Artscape, which takes place each summer, is the country's largest free outdoor arts festival, attracting more than 350,000 people over a weekend. It is held in conjunction with the Janet & Walter Sondheim Artscape Prize, a prestigious juried competition that awards a \$30,000 fellowship to visual artists living and working in the area.

Each May, the Maryland Film Festival takes place in Baltimore, using all 5 screens of the historic Charles Theatre as its anchor venue. The theatre resides in the Station North Arts & Entertainment District, one of two designated areas across Baltimore. These districts are the newest edition to the city's cultural history that includes well-established institutions such as the Baltimore Museum of Art, the Walter's Art Museum, and new heavy-hitters such as the American Visionary Art Museum that is dedicated to works by outsider artists and the Reginald F. Lewis Museum of African American History and Culture.

Baltimore leaders in the performing arts include the Baltimore Symphony Orchestra, directed by Leonard Bernstein protégé, Marin Alsop. Large regional theatres at Center Stage and Everyman Theatre complement The France-Merrick Performing Arts Center, home of the Broadway showcase Hippodrome Theatre. There is also a host of smaller venues that include the Single Carrot Theatre and the Baltimore Theatre Festival, as well as community theaters such as the Fells Point Community Theatre and the Arena Players, which is the nation's oldest continuously operating African American community theater.



In addition to the Maryland Institute College of Art and the Peabody Conservatory, the city is home to the Baltimore School for the Arts, a public high school in the Mount Vernon neighborhood that is nationally recognized for preparing students in visual art, music, theatre, dance, and stage production.

Attractions

Baltimore's Inner Harbor is one of the most photographed and visited areas thanks to a variety of attractions that include: the Maryland Science Center, the National Aquarium in Baltimore, and the Port Discovery Children's Museum, not to mention a wide variety of restaurants, shopping, nightlife, and the sports complex at nearby Camden Yards, home to both Oriole Park and M&T Bank Stadium.

Citywide attractions include the cultural and the quirky, from the Dental Museum to the B&O Railroad Museum, and the Museum of Industry to the American Museum of Visionary Arts. Visitors and residents alike enjoy historic, cobblestoned neighborhoods, modern art, and a major network of urban parks and bike trails. Entertainment venues such as the Baltimore Arena and Power Plant Live attract record crowds.



The twice-annual Baltimore Restaurant Week is the oldest and biggest such promotion in the region, putting the spotlight on the distinctive local ingredients and some of the most innovative chefs in the country.

Primary and Secondary Schools

The city's public schools are managed by Baltimore City Public Schools and include schools that have been well known in the area: Carver Vocational-Technical High School, the first African American vocational high school and center that was established in the state of Maryland; Digital Harbor High School, one of the secondary schools that emphasizes information technology; Lake Clifton Eastern High School, which is the largest school campus in Baltimore City of physical size; the historic Frederick Douglass High School, which is the second oldest African American high school in the United States; Baltimore City College, the third oldest public high school in the country; and Western High School, the oldest public all-girls school in the nation. Baltimore City College (also known as "City") and Baltimore Polytechnic Institute (also known as "Poly") share the nation's second-oldest high school football rivalry.