# POSITION DESCRIPTION

# Chief financial officer, department of Homeland Security

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| **OVERVIEW** |
| Senate Committee | Homeland Security and Governmental Affairs |
| Agency Mission | To ensure that homeland is safe, secure and resilient against terrorism and other potential threats. |
| Position Overview | The Office of the Chief Financial Officer (OCFO) is responsible for the fiscal management, integrity and accountability of the Department of Homeland Security (DHS). The mission of the OCFO is to provide guidance and oversight of the department’s budget, financial management, financial operations for all departmental management and operations, the DHS Working Capital Fund, grants and assistance awards and resource management systems to ensure that funds necessary to carry out the department’s mission are obtained, allocated and expended in accordance with the department’s priorities and relevant law and policies. CFOs also play a crucial government-wide role. |
| Compensation | Level IV $158,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary and Deputy Secretary of Homeland Security |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020,ii DHS had an enacted budget of $51.2 billion and 188,222 full-time equivalent employees. The Office of the CFO of the Department of Homeland Security directly manages $90.8 million and 255 full-time equivalents according to the budget request for fiscal 2021. However, the CFO oversees the financial management of the entirety of DHS.The Office of the CFO is comprised of: * Budget Division.
* Program Analysis and Evaluation Division.
* Office of Financial Operations.
* Financial Management and Policy Division.
* Internal Control Management Division.
* Resource Management Transformation Office (Financial Systems Division).
* Financial Assistance Policy & Oversight.
* Departmental GAO/OIG Audit Liaison Office.
* Workforce Development Division.
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| Primary Responsibilities | * Develops and maintains integrated accounting and financial management systems.
* Oversees the recruitment, selection and training of personnel to carry out agency financial management functions, as well as manages, trains and provides policy guidance and oversight of these personnel and their activities.
* Implements agency asset management systems, including systems for cash management, credit management, debt collection and property and inventory management and control.
* Manages the financial execution of the agency budget and actual expenditures.
* Provides financial and performance reports to staff, overseers and stakeholders.
* Ties the budget and performance to outcomes.
* Takes the lead role in enterprise risk management.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong background in federal financial management.
* Executive leadership experience.
* Experience working in a large organization.
* Risk management experience.
* Knowledge of the department’s functions and policies.
* Familiarity with cyber-technology a plus.
* Background in data analytics a plus.
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| Competencies | * Ability to collaborate with the chief information officers, under/assistant secretaries for administration/management, as well as other CFOs and OMB via the CFO Council.
* Knowledge of and relationships/ability to develop relationships with Congress.
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| **PAST APPOINTEES** |
| Troy D. Edgar, (2020 to 2021) – Associate Deputy Secretary of Management, Department of Homeland Security; President and founder, Global Conductor; Aircraft Logistics Division Chief Financial Officer, Boeing |
| Charles H. Fulghum (2014 to 2017) – OCFO Budget Director, Department of Homeland Security; Deputy Under Secretary for Management, DHS; Colonel of the U.S. Air Force |
| Margaret Ann Sherry (2012 to 2013) – Deputy Chief Financial Officer at the U.S. Holocaust Memorial Museum; Senior Auditor at Kearney & Company; Assistant Director at the U.S. Government Accountability Office |

1. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27 ,2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed here. If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation.

ii <https://www.dhs.gov/sites/default/files/publications/fy_2021_dhs_bib_web_version.pdf> [↑](#endnote-ref-1)