# POSITION DESCRIPTION

# navy Assistant Secretary for Financial Management and Comptroller, Department of defense

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the Navy is to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas. |
| Position Overview | The assistant secretary is responsible for all financial management activities and operations of the Department of the Navy and advises the secretary of the Navy on financial management. (10 U.S.C. § 5016) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Navy |
| **RESPONSIBILITIES** |
| Management Scope | The Navy has an annual budget in excess of $170 billion and nearly 900,000 sailors, marines and civilians. The department consists of two uniformed services: the United States Navy and the United States Marine Corps. The assistant secretary for financial management and comptroller has four deputies.[[2]](#endnote-2) |
| Primary Responsibilities | * Directs and manages the department’s financial activities
* Provides informed recommendations to the department’s senior leadership regarding all financial matters, including the efficient and effective allocation of resources, consistent with the national security priorities of the president and the secretary of defense
* Promotes the development of a superior, world-class financial management work force
* Directs formulation, justification and execution of the department’s budget as assigned by law, instruction and regulations
* Establishes and maintains the department’s financial policies, procedures and guidance
* Maintains and modernizes the department’s financial management systems
* Oversees and manages the department’s financial statement audit
* Manages financial operations, financial management transformation and financial management improvement plans
* Prepares independent cost estimates for major acquisition programs
* Oversees the Planning, Programming, Budgeting and Execution system
* Establishes and maintains cost policy and guidance
* Handles recruiting, training and education needs of the civilian and military financial management workforce[[3]](#endnote-3)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life (10 U.S.C. § 5016)
* Strong background in financial management with an understanding of budgeting, program execution, accounting and cost analysis
* Leadership experience with an ability to steer, engage and motivate an organization with many divisions
* Skill in partnering with other department offices that have oversight and shared responsibility for financial management
* Knowledge of the department’s functions and policies
* Understanding of the budget-setting role of other executive branch organizations, including the Office of Management and Budget (OMB), and the overarching authorities of Congress
* Familiarity with information technology, risk management and data analytics (a plus)
* Financial audit knowledge (a plus)
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| Competencies | * Strong communications and interpersonal skills
* Ability to lead people and organizations through change
* Ability to work under high pressure
* Ability to handle sensitive and high-profile matters
* Ability to lead meetings efficiently and effectively
* Strong business acumen to achieve effective and efficient results
* Ability to clearly articulate complex budget issues to senior leaders, OMB, Congress and the media
* Ability to collaborate with DOD senior leaders—both military and civilian—as well as other chief information officers and OMB
* Knowledge of, and relationships with Congress, or ability to develop them
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| **PAST APPOINTEES** |
| Susan J. Rabern (2013 to 2017): Director, Center for Leadership and Ethics, Virginia Military Institute; Deputy Director, Office of Military Affairs, Bureau for Democracy, Conflict and Humanitarian Assistance, U.S. Agency for International Development; Special Assistant to the Superintendent and Chief of Staff, Virginia Military Institute; Chief Financial Officer, Office of the Chief Financial Officer, Bureau for Management, U.S. Agency for International Development[[4]](#endnote-4) |
| Gladys Commons (2009 to 2013): Comptroller of the Military Sealift Command; Principal Deputy Assistant Secretary of the Navy for Financial Management and Comptroller[[5]](#endnote-5) |
| Douglas A. Brook (2007 to 2009): Professor of Public Policy and Director of the Center for Defense Management Reform at the Naval Postgraduate School; Dean of the NPS Graduate School of Business and Public Policy; Vice President of Government Affairs for The LTV Corporation[[6]](#endnote-6) |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)
2. [http://www.secnav.navy.mil/fmc/Documents/Finale%20ASN(FMC)\_Org\_Chart\_3February%202016.pdf](http://www.secnav.navy.mil/fmc/Documents/Finale%20ASN%28FMC%29_Org_Chart_3February%202016.pdf) [↑](#endnote-ref-2)
3. OPM [↑](#endnote-ref-3)
4. Leadership Directories [↑](#endnote-ref-4)
5. <http://www.navy.mil/navydata/bios/navybio.asp?bioID=465> [↑](#endnote-ref-5)
6. <http://www.navy.mil/navydata/bios/bio.asp?bioID=441> [↑](#endnote-ref-6)