POSITION DESCRIPTION

# chief financial officer and assistant secretary for administration, department of commerce

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation  |
| Agency Mission | The mission of the department is to create the conditions for economic growth and opportunity. |
| Position Overview | The Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) oversees Commerce’s financial resources, human resources and facilities; establishes and monitors implementation of departmental policies and procedures for administrative functions affecting program operations in Commerce’s operating units; coordinates implementation of government-wide and departmental management initiatives.  |
| Compensation | Level IV $158,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Commerce and Deputy Secretary of Commerce  |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020, the Department of Commerce had a budget of $12,635 million in outlays and 375,946 total employment. The following offices fall within OCFO/ASA: The Office of the Security, the Office of Human Resources Management, the Office of Civil Rights, the Office of Financial Management, the Office of Facility and Environmental Quality, the Office of Acquisition Management, the Office of Program Evaluation and Risk Management, the Office of Privacy and Open Government and the Office of Budget. |
| Primary Responsibilities | * The CFO/ASA oversees the establishment and execution of departmental policies and procedures for administrative functions affecting program operations in Commerce’s operating units. The CFO/ASA is responsible for ensuring these administrative functions are performed in accordance with all applicable laws and regulations, support the efficient and effective delivery of program outcomes and are delivered at the highest customer service standards. These administrative functions include:
	+ Developing and maintaining integrated accounting and financial management systems.
	+ Developing budgets that support all agency missions.
	+ Managing the financial execution of the agency budget and actual expenditures.
	+ Overseeing the recruitment, selection and training of personnel to carry out agency financial management functions, as well as managing, training and providing policy guidance and oversight of these personnel and their activities.
	+ Implementing agency asset management systems, including systems for cash management, credit management, debt collection and property and inventory management and control.
	+ Providing financial and performance reports to staff, overseers and stakeholders.
	+ Tying the budget and performance to outcomes.
	+ Taking the lead role in enterprise risk management.
	+ Procurement and small business utilization.
	+ Grants management.
	+ Travel and transportation.
	+ Real property and facilities management.
	+ Directives management.
	+ Security.
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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.
* Knowledge of federal budget formulation.
* 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** |
| Thomas Gilman (2019 to 2021) – Founder, Automotive Capital Services; EVP, TD Bank Group; Chairman and CEO, Chrysler Financial; Senior Advisor, Cerberus Capital Management |
| Ellen Herbst (2013 to 2017) – Senior Advisor to the Deputy Secretary of Commerce; Director of Commerce’s National Technical Information Service; Vice President of Sales and Marketing, Spectra Systems; Business Manager, the DuPont Company |
| Scott Quehl (2009 to 2013) – Senior Managing Director, Public Resources Advisory Group; Managing Director, JP Morgan Securities, Inc.; Managing Director, Public Financial Management Group; CFO, Metropolitan Police Department of Washington, DC; Special Assistant to the Controller of the Office of Federal Financial Management within OMB |

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. [↑](#endnote-ref-1)