POSITION DESCRIPTION

**Chief financial officer, Department of labor**

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| **OVERVIEW** |
| Senate Committee | Health, Education, Labor and PensionsThis CFO is covered by the CFO Act of 1990 that may be filled through appointment by the president, with the advice and consent of the Senate, or through designation by the president from among agency officials who have been confirmed by the Senate for other positions.[[1]](#endnote-1) |
| Agency Mission | To foster and promote the welfare of job seekers, wage earners and retirees of the United States by improving their working conditions, advancing their opportunities for profitable employment and protecting benefits. |
| Position Overview | The chief financial officer serves as the financial leader of the Department of Labor. The mission of the Office of the Chief Financial Officer (CFO) is to foster effective stewardship of public funds, safeguard fiscal integrity through effective internal controls and provide timely, accurate and useful financial information to decision-makers. The office is responsible for oversight of all financial management activities in the department. CFOs also play a crucial government-wide role. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary of Labor |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Department of Labor had $45,217 million in outlays and 15,086 total employment. In fiscal 2015, the Office of the Chief Financial Officer’s budget was $5.06 million, and the 2017 budget request called for 17 full-time equivalents.  |
| Primary Responsibilities | * Develops and manages tools and processes to provide critical financial and operational information to the Secretary, Deputy Secretary and department officials
* Assess organizational performance against both the annual budget and department’s long-term strategy
* Communicates regularly on performance with the secretary, deputy secretary and department officials, making actionable recommendations on both strategy and operations
* Participates regularly in assessment and development of department’s annual budget
* Supports long-term budgetary planning and cost management, in alignment with department’s strategic plan
* Develops and maintains integrated accounting and financial management systems
* Oversees the recruitment, selection and training of personnel to carry out agency financial management functions, and 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 | * Experience at controller or chief financial officer level
* 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
* Certified public accountant (preferred)
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| Competencies | * Exhibits high level of integrity with strong focus on performance and results
* Ability to collaborate with the chief information officers, under/assistant secretaries for administration/management, as well as other CFOs and the Office of Management and Budget via the CFO Council
* Knowledge of, and relationships with, Congress or ability to develop them
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| **PAST APPOINTEES** |
| Geoffrey Kenyon (2015 to 2017) (acting) – Director of the Departmental Budget Center and Budget Officer for the Department of Labor; served with the House Appropriations Committee |
| James Taylor (2010 to 2014) – Deputy Inspector General for the Department of Homeland Security; Deputy Chief Financial Officer for the Department of Commerce |
| Douglas Webster (2008 to 2010) – Principal Finance Advisor to the Iraq Ministry of Transportation under the Coalition Provisional Authority |
| Samuel Mok (2002 to 2007) – Chief Financial Officer and Comptroller of the Department of the Treasury; Managing Member of Condor Consulting |

1. CRS report: Presidential Appointee Positions Requiring Senate Confirmation and Committees Handling Nominations, 2016 [↑](#endnote-ref-1)
2. 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-2)