# POSITION DESCRIPTION

# Chief Financial Officer, environmental protection agency

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| **OVERVIEW** |
| Senate Committee | Environment and Public WorksThe chief information officer (CFO) is covered by the CFO Act of 1990 and the position 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 protect human health and the environment |
| Position Overview | The chief financial officer provides overall financial management, strategic and annual planning, budget internal control and enterprise risk management for all agency programs. A key advisor to the administrator, he or she provides advice and other assistance to senior management personnel across the agency. CFOs also play a crucial government-wide role. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Environmental Protection Agency Administrator[[3]](#endnote-3) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2016 the EPA had a budget of $8.1 billion and more than 15,000 full-time equivalents. |
| Primary Responsibilities | * Is responsible for strategic planning and accountability process and for reporting environmental, fiscal and managerial performance results
* Is responsible for agency-wide budget, resources and financial management functions, including program analysis and annual planning and reporting
* Oversees budget formulation, preparation and execution, and controls systems for payroll and contract/grant disbursements
* Serves as the primary point of contact and manages agency-wide internal controls, audit resolution and follow-up[[4]](#endnote-4)
* 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
* Integrated with strategic and annual planning, budget and results reporting, has the agency lead in enterprise risk management
* Ensures that information technology is acquired and information resources are managed implementing sound government IT and cyber policies and procedures
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong background in fiscal resources management
* Experience in managing a large organization
* MBA or CPA (a plus)
* Executive leadership experience (C-suite a plus)
* Enterprise risk management experience
* Knowledge of the agency’s functions and policies
* Familiarity with cyber technology (a plus)
* Background in data analytics (a plus)
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| Competencies | * Well-honed business acumen
* Ability to collaborate effectively across agency programs and regional lines
* Ability to negotiate complex issues effectively internally and with external stakeholders
* Good communication and interpersonal skills
* Ability to prioritize effectively, weighing cost-benefits and risk to the agency
* Ability to influence others to translate vision into effective action
* Ability to collaborate with 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 and work across party lines
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| **PAST APPOINTEES** |
| Barbara J. Bennett (2009 to 2013): Director, Board of Directors, National Rehabilitation Hospital; Senior Partner, International Media and Entertainment Partners, LLC; Chief Financial Officer, Discovery Communications, Inc.[[5]](#endnote-5) |
| Lyons Gray (2005): Senior Co-Chair, Finance Committee, North Carolina General Assembly; State Representative (R-NC, District 39), North Carolina House of Representatives; Vice President, Intercontinental Consultants Corporation[[6]](#endnote-6) |
| Charles Johnson (2004): President, Huntsman Cancer Foundation; Vice President, Huntsman LLC; Vice Chairman, Board for Strategic Direction, Garff-Warner Organization[[7]](#endnote-7) |

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)
3. https://www.epa.gov/aboutepa/epa-organization-chart [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=927493&Save=1 [↑](#endnote-ref-5)
6. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=632799&Save=1 [↑](#endnote-ref-6)
7. http://leavittpartners.com/team\_members/charlie-johnson/ [↑](#endnote-ref-7)