# POSITION DESCRIPTION

**Chief financial officer, Department of housing and urban development**

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| **OVERVIEW** |
| Senate Committee | Banking, Housing and Urban Affairs This 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 | Create strong, sustainable, inclusive communities and quality, affordable homes for all |
| Position Overview | The Chief Financial Officer (CFO) serves as the principal advisor to the Secretary on financial management and is the senior departmental official responsible for establishing and implementing policies to govern all aspects of financial management in the department, including overseeing the development and implementation of the HUD budget. 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 Housing and Urban Development  |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, HUD had $35,527 million in outlays and 8,059 total employment. HUD has regional and field offices located throughout the nation. |
| 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, and manages, trains and provides policy guidance and oversight of these personnel and their activities
* Coordinates financial management of all HUD bureaus and agencies, including activities of component CFOs
* 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 a lead role in enterprise risk-management
* Develops budgets that support agency mission
* Develops a strong internal control program and addresses material weaknesses in the department
* Produces audited consolidated financial statements
* Develops uniform financial-management policies and procedures
* Processes accounting transactions and payments
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Understanding of Congressional budget process
* Understanding of auditing procedures and reporting
* Experience developing and maintaining integrated accounting and financial management systems
* Demonstrated ability to recruit, select and train personnel to carry out agency financial management functions, and ability to manage, train and provide policy guidance and oversight of those personnel
* Understanding of asset-management systems, including systems for cash management, credit management, debt collection, and property and inventory management and control
* Experience applying rigorous finance and analytical techniques to promote transparency, quantify fiscal implications of policies and assess program effectiveness.
* Operational experience involving the financial execution of annual budgets
* Ability to develop informative financial and performance reports to staff, overseers and stakeholders
* Experience and willingness to take a lead role in enterprise risk-management
* Knowledge of federal budget formulation, including Office of Management and Budget (OMB) and Congressional Budget Office processes, as well as the federal rulemaking process.
* Possession of the highest moral and ethical character, competence, trustworthiness, focus, good judgment and energy
* Knowledgeable regarding government accounting principles and reporting, including Governmental Accounting Standards Board
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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 with, Congress or ability to develop them
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| **PAST APPOINTEES** |
| The position is currently vacant. Brad Huther was appointed CFO in 2014, but passed away in 2015. He served as senior advisor in the Patent and Trademark Office; Senior Director at the Chamber of Commerce; president and CEO of the International Intellectual Property Institute; consultant and later a special attaché for the World Intellectual Property Organization; Deputy Director and Chief Operating Officer of the Census Bureau |
| Douglas A. Criscitello (2010 to 2011) – Director at PricewaterhouseCoopers where he assisted in the establishment of a public sector financial services practice; Founding Director of New York City Independent Budget Office, where he coordinated analyses of wide range of government programs and activities; Executive Director at JPMorgan Securities, Inc. where he provided operational, investment banking, and financial advisory services to U.S. government agencies; worked extensively with U.S. credit agencies in roles at the Small Business Administration, Office of Management and Budget, and Congressional Budget Office |
| John W. Cox (2006 to 2009) – CFO of BMC Software, Inc.; Chairman of the Audit Committee for Benchmark Electronics |

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)