# POSITION DESCRIPTION

**Assistant Secretary for Management/Chief financial officer, Department of the Treasury**

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| **OVERVIEW** |
| Senate Committee | The Assistant Secretary for Management (ASM) is not Senate confirmed. However, the ASM and the Chief Financial Officer (CFO) have always been the same person for the Department of the Treasury, and the CFO is Senate confirmed and goes through Finance.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 | The Treasury Department is the executive agency responsible for promoting economic prosperity and ensuring the financial security of the United States. |
| Position Overview | The ASM/CFO is the principal policy advisor to the Secretary and Deputy Secretary on the development and execution of the budget for the Department of the Treasury and the internal management of the Department and its bureaus. 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 and Deputy Secretary of the Department of the Treasury |
| **RESPONSIBILITIES** |
| Management Scope | The ASM/CFO oversees the financial management of the entire department. In fiscal 2015, the department had $485,623 million in outlays and 84,050 total employment. |
| 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, 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
* Develops budgets that support all agency missions
* 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 | * 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 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** |
| Kody Kinsley (2016-2017) – Served in several roles in the Treasury prior to his appointment; Policy Analyst with the White House Domestic Policy Council; Director of Policy and Program Support at the District of Columbia Department of Health and Human Services |
| Brodi Fontenot (2015-2016) – Assistant Secretary for Administration, Chief Human Capital officer, and Senior Sustainability Officer for the Department of Transportation; Deputy Assistant Secretary for Management and Budget at the DoT; staff member of the Senate Budget Committee |
| Dan M. Tangherlini (2009-2013) – Washington, DC’s City Administrator and Deputy Mayor; Director of the District of Columbia Department of Transportation; Interim General Manager, Washington Metropolitan Area Transit Authority; CFO, Metropolitan Police Department; Worked in the Policy Office of the Secretary of Transportation; worked in a variety of capacities during six years of service with the Office of Management and Budget in the Executive Office of the President |

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)