

Purpose: The Director, Finance and Budget Division (FBD) serves as fiscal director for the S&T Directorate as a direct report to the S&T Undersecretary (U/S). FBD is responsible for the fiscal management of the S&T appropriations and serves as the Chief Financial Officer (CFO) for the financial administration of all programs directly under the cognizance of the U/S.

Functions

- a. Provide technical guidance and direction in financial matters in support of the planning, programming, budgeting and execution responsibilities of the Directorate and Department.
- b. Develop, interpret, and implement principles and policies and prescribe procedures for fiscal management of the Research, Development, Acquisition and Operations (RDA&O) and Management and Administration (M&A) programs.
- c. As responsible office for the RDA&O and M&A appropriations, act as an agent for the U/S in controlling all funds allocated to S&T by the Department's Chief Financial Officer.
- d. Analyze financial trends and prepare obligation and expenditure plans. Evaluate financial performance against approved plans and report variances, together with facts and figures necessary to assist in decision making, to the U/S and other top DHS management personnel.
- e. As budget submitting office, review financial requirements and justifications for the RDA&O and M&A programs for the S&T Directorate and coordinate the preparation of the budget estimates for submission to DHS CFO, the Office of Management and Budget (OMB), and to the Congress. Serve as Directorate's interface to DHS CFO, OMB and Appropriations Staff.
- f. Support the U/S and principal assistants in annually presenting and justifying S&T's budget to the Congress.
- g. Develop and issue policies and procedures for: budget, accounting, financial reporting, travel, use of purchase card, conference planning, Interagency Agreements (IAs), contract management, and internal controls for the Directorate.
- h. Perform all duties and responsibilities as described in the position description for the Director, Finance and Budget Division/S&T chief financial officer.
- i. Sign financial management instructions/notices and correspondence.
- j. Plan, develop, review, and maintain reporting and budget systems for the control of funds allocated to the S&T Directorate.
- k. Coordinate, control, and manage S&T financial relationships with other DHS Components, as well as other Federal agencies, civilian agencies and foreign governments.

- l. Provide technical supervision/direction to financial personnel at all S&T activities, including geographically separated facilities.
- m. Represent S&T in matters of established policy and procedures pertaining to financial management.
- n. Develop and implement policy initiation or changes to S&T pertaining to financial management.
- o. Provide financial management support to the S&T Divisions to enable them to perform their S&T planning and execution responsibilities.
- p. Coordinate with the Office of Corporate Communications, the Associate General Counsel for S&T and the S&T Executive Secretary on congressional reports, briefings, testimonies, and correspondences.
- q. Lead S&T in the processing and coordination of all Interagency Agreements (IAs), both Funds-In and Funds-Out. Establish and implement processes, controls, and training in accordance with federal regulations, federal policies, and department processes.
- r. Govern the implementation, management, and administration of the e-Gov Travel Services solution to support domestic and international travel requirements. Lead S&T in the processing and coordination of all its official travel authorizations and related reimbursements. Establish and implement processes, controls, and training in accordance with federal travel regulations, federal policies, and department processes.
- s. Administer the Directorate's participation in the GSA SmartPay Program providing a streamlined approach to procure supplies, goods and services if costs are below the micro-purchase threshold (\$3,000). Establish and implement processes, controls, and training in accordance with Federal acquisition regulations and department policies that govern the use of purchase, travel, and fleet card business lines.
- t. Administers the Directorate's transit subsidy benefit program, coordinating new applications, changes and re-certifications of benefits.
- u. Serve as line supervisor for the following Division management personnel:
 - 1) Deputy Director
 - 2) Branch Chief, Budget and Performance
 - 3) Branch Chief, Financial Operations
 - 4) Branch Chief, Acquisition Support
 - 5) Branch Chief, Financial Services

6) Branch Chief, Internal Controls

7) Branch Chief, Interagency Acquisition Financial Branch

FBD Organizational Chart

