



EXECUTIVE DIRECTOR, FINANCIAL MANAGEMENT

OCCUPATIONAL SERIES: 0501

FIELD/HQ: HQ

PAY BAND: TSES

PILLAR: Administrator

JOB OVERVIEW

Serves as the senior technical expert for TSA on matters involving accounting, financial reporting, financial auditing, internal control, financial systems, and financial management advisory strategy.

JOB RESPONSIBILITIES

- Oversees all organizational finances by evaluating agency financial management systems, advising staff on financial matters, monitoring funds and accounting, and preparing financial statements and audits.
- Provides executive leadership, direction and management in the development and administration of financial management systems for the resources and programs of TSA.
- Counsels and represents executives on financial management matters and performs studies that impact TSA financial responsibilities.
- Develops component-wide policies and procedures through collaboration with other senior executives.
- Oversees the internal management control program by ensuring compliance with related laws and regulations, implementing internal financial controls, reviewing procedures, and taking corrective action.

JOB SKILLS

- Designs and manages TSA's financial or management information systems.
- Ensures efficient resource acquisition, use, distribution, and disposal by overseeing personnel, policies, and programs.

PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQ)

The application process used to recruit for the position is RESUME-BASED.
Each PTQ AND ECQ must be CLEARLY ADDRESSED in your resume.



- Knowledge of financial management and internal control processes used in the public or private sector.
- Knowledge of various concepts and principles particular to Federal financial and cost accounting, budgeting, reporting, performance measurement, and control processes, as demonstrated by work experience.
- Ability to design or manage large financial or management information systems.
- Ability to direct and manage the financial operations of an organization in accordance with the Chief Financial Officers Act of 1990, which includes establishing and maintaining sound financial management systems, financial management and accounting policies and procedures, and producing auditable financial statements.

EXECUTIVE CORE QUALIFICATIONS(ECQ)



- **ECQ 1: Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- **ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- **ECQ 3: Results Driven.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **ECQ 4: Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.
- **ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.