

Department of the Interior Departmental Manual

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Series: Organization

Part 112: Policy, Management and Budget

Chapter 8: Office of Financial Management

Originating Office: Office of Financial Management

112 DM 8

8.1 Office of Financial Management. The Office of Financial Management (PFM) provides leadership for the Department of the Interior (Department) in improving financial management, internal controls, and improved reporting capability. The PFM provides direction, planning, and coordination for financial policy, procedures, reporting, systems, analysis, and audit follow-up. The PFM provides the necessary leadership to continue to improve the effective and efficient use of the Department's resources, provides timely and accurate information for stakeholders and program managers, and responds to citizens' needs.

8.2 Functions. The PFM performs the following functions:

A. Provides technical advice to the Assistant Secretary – Policy, Management and Budget/Chief Financial Officer (CFO) on financial management and related issues.

B. Provides technical guidance and assistance to Bureaus and Offices to facilitate accomplishment of financial management objectives.

C. Provides technical advice on streamlining financial management systems and operations, including finance systems and process re-engineering.

D. Prepares policies and procedures for systems development and facilitates implementation of integrated automated financial management systems.

E. Prepares for publication and maintains appropriate Department-wide financial management regulations, policies, procedures, and data requirements.

F. Represents the Department and/or coordinates Bureau participation on all functionally related interagency committees and taskforces/working groups, as well as steering and advisory committees, such as the Federal Accounting Standards Advisory Board (FASAB) that work on the development and modification of Government-wide financial management policies.

G. Serves as principal focal point and liaison for the Department in dealing with external organizations, such as the Government Accountability Office (GAO), Office of Management and Budget (OMB), Department of the Treasury (Treasury), and other executive Agencies on financial management and audit issues.

H. Reviews regulations, policy, and operational matters relative to assigned duties that require Departmental approval, and advises and makes appropriate recommendations.

I. Directs or supports the activities of Bureau and Office committees that are established to develop Department-wide policy, exchange information, standardize procedures, and automate systems in order to improve financial management service to customers.

J. Promotes career development, professional training, and reassignments between Bureau and Office staff engaged in financial or related functions administered by the office, and participates in interagency activities related to these initiatives.

K. Prepares the Agency Financial Report (AFR) for the Department, including the consolidated audited financial statements.

L. Develops policy and procedures to implement the risk-based internal control program for the Department and coordinates Department-wide compliance with the Federal Managers' Financial Integrity Act (FMFIA).

M. Coordinates audit tracking and audit follow-up for all internal audits, Office of Inspector General and GAO audit activity, and single audits through oversight of Bureau and Office actions to implement referred audit recommendations.

N. Promotes new initiatives to streamline travel and related processes, provides leadership on the Department's Government-wide e-Travel initiatives, and provides relocation services information to employees.

O. Provides advisory support to Bureaus and Offices on financial policies and implementing initiatives related to the Charge Card Program, including exercising responsibilities relative to the corporate charge card and three primary business lines of the program: travel, purchase, and fleet.

8.3 Organization. The Director, PFM, provides leadership and oversight for the office and serves as the Department's Deputy CFO (see attached organization chart). The authority of the Director is set forth in 212 DM 1. The Director is a co-owner of the Financial and Business Management System. The Director is assisted by a Deputy Director and a senior advisor who oversee the administrative support staff. The Deputy Director oversees staff accountants and financial specialists in the following divisions:

A. Financial Reporting Division (FRD). The Division leads preparation of the Department's AFR and manages its annual consolidated financial statement audit, preparing and submitting interim financial statements and analysis to OMB. The FRD delivers the annual

financial statement closing package through the Treasury's Government-wide Financial Report System, as required by the CFO Act and the Government Performance and Results Act. The FRD works with Treasury and other partner Agencies to resolve inter-governmental differences. In addition, FRD provides Department-wide guidance and coordination to ensure implementation of new accounting standards related to the U.S. Standard General Ledger.

B. Internal Control and Audit Follow-Up Division (ICAF). The ICAF is responsible for providing guidance, governance, and quality control regarding risk assessment, internal control, and audit follow-up. The ICAF helps to ensure compliance with FMFIA and the full scope of OMB Circulars A-50, A-123, and A-133. The ICAF also fulfills the Department's audit follow-up responsibilities by providing oversight and guidance over Bureau and Office efforts to address audit findings and recommendations as well as resolving disputed audit findings and recommendations. The ICAF also manages the Conference Approval process for the Department.

C. Departmental Offices Finance Division (DOF). The DOF is responsible for providing accounting guidance, expertise, reporting, and oversight functions to all offices in the Office of the Secretary (including the Immediate Office of the Secretary) to ensure financial data and subsequent financial statement reporting are accurate, timely, and in compliance with applicable FASAB, OMB, Treasury, and GAO standards. The DOF performs data validations, reviews, analysis, and reconciliations; provides CFO audit support; and actively participates in support of the Department's consolidated internal control and financial reporting processes. In addition, the DOF manages and coordinates the Charge Card Program for the Office of the Secretary.

D. Financial Policy and Data Analysis Division (FPDA). The FPDA is responsible for coordinating and maintaining a master set of definitions of financial data and related codes necessary for reporting to OMB and Treasury, and for Department-wide decision-making and management. The FPDA also participates in various workgroups to ensure that the interests of the Department are addressed. Included in the FPDA's realm of responsibility is collection of financial performance data and data analysis, as well as developing and prescribing financial policies and procedures related to cash management and accountability, pay administration, and Treasury collections. Moreover, FPDA is responsible for audit support, facilitating alternative and interactive reporting (i.e., visualizations), participating in the Department's reporting strategy groups, agile project management and the development of visualizations for the AFR, and internal uses, including performance monitoring and risk assessment. The FPDA also manages and coordinates the Department's Travel and Relocation Program.

Office of Financial Management

