<u>Budget Execution and Financial Management</u>

- prepares apportionment requests, fiscal plans, outlay reports and reprogramming notifications
- monitors the spending of appropriated funds against the Congressional Budget benchmark to determine if a formal reprogramming is required
- provides funds control by allocating and controlling all budgetary resources as required by relevant statutes, and as specified by the OMB
- coordinates miscellaneous reporting requirements (e.g., Catalog of Federal Domestic Assistance, Research and Development in the United States, National Science Foundation, Budget Data Requests from NIST customers, the Department, OMB or the Congress, usually with very short turnaround times)
- allocates and monitors the spending of STRS reserve funds
- reviews and allocates carryover from appropriated and invested equipment funds,
- monitors FTE actual and estimated ceilings
- assists in the solution of budget and financing problems specific to each NIST OU
- monitors each NIST organization by performing quarterly financial reviews to ensure accurate resource utilization in order to gain a better understanding of the organizations financial status and keep NIST management informed of potential problems, recommendations and any new or unexpected issues that may have arisen
- monitors and allocates resources provided to the Postdoc program
- reviews Reduction In Force (RIF) actions for budgetary impact/notification of DoC, OMB and/or Congress
- monitors local overhead accounts; review and process local overhead rate changes
- develops allocations and reviews IS funding
- allocates and analyzes the Technology Service's (TS) fee-supported programs, approve fees and monitors collections and expenses
- manages, reviews and analyzes the CRF appropriation and other facilities requirements
- reviews and approves Conference budgets
- manages the bills for the DoC Programs, including the bills from the DoC's WCF and Advancements and Reimbursements
- approves and monitors Expense and Income (E&I) project-tasks