

### **Organizational Processes and Effectiveness:**

- maintains an operating budget and audit trail for the STRS, IS and Fee programs for NIST
- predicts NIST labor base and makes recommendations on the IS program and the IS, leave and benefit rates
- provides quarterly financial data in a single database for preparation of quarterly review materials
- maintains a database for reporting CRF spending by SCMMR category, which is needed for the Required Supplemental Information to the quarterly NIST financial statements on Deferred Maintenance
- recommends policy and procedure changes to NIST management to streamline business processes
- coordinates with the NIST Finance Division to ensure CRF Construction Work in Process projects are captured correctly for financial statement reporting
- continuously updates desk procedures and processes for easy cross-training among co-workers
- monitors monthly the IS collections of labor base, contract/grant surcharge and various miscellaneous collections