

METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP

Job Description

Assistant Chief Financial Officer (ACFO)

Summary: The Assistant Chief Financial Officer (Assistant CFO) serves as a key operational leader within the Business Office and is responsible for overseeing the day-to-day financial functions of the district, with a strong emphasis on accuracy, compliance, internal controls, and process efficiency. This role supports the Chief Financial Officer by ensuring the effective execution of financial operations and providing high-level financial analysis to inform decision-making.

Duties & Responsibilities

Include, but are not limited to, the following:

- Oversees and coordinates the day-to-day financial operations of the Business Office, ensuring compliance with all federal, state, and local regulations
 - Manages financial accounting systems and ensures the integrity of financial data and reporting
 - Oversees accounts payable, accounts receivable, payroll, benefits, and grant-related financial operations through direct supervision of assigned staff
 - Ensures proper internal controls are in place for receipts, disbursements, cash handling, and all financial transactions
 - Prepares and oversees the preparation of all required financial reports, including, but not limited to, Form 9, Quarterly Financial Reports, Annual Financial Reports, and Gateway submissions
 - Ensures compliance with all Indiana State Board of Accounts (SBOA) requirements and applicable state and federal regulations
 - Coordinates audit preparation and serves as the primary liaison for financial audit activities
 - Monitors and maintains accurate records of all funds, including federal, state, and local accounts
 - Monitors district cash flow and ensures adequate liquidity for all financial obligations
 - Oversees the execution of debt service payments and bank transactions in accordance with established internal controls and approval processes
 - Assists the Chief Financial Officer with investment tracking, fund management, and debt-related activities
 - Develops, implements, and maintains standard operating procedures (SOPs) for all Business Office processes
 - Identifies opportunities to improve efficiency, strengthen internal controls, and streamline financial processes
 - Provides training and guidance to staff on financial systems, procedures, and compliance requirements
 - Supervises Business Office staff and promotes a culture of accountability, accuracy, and continuous improvement
 - Delegates responsibilities appropriately to ensure operational efficiency and staff development
 - Collaborates with district leaders and departments to support financial processes and compliance
 - Supports the Chief Financial Officer in preparing financial reports, presentations, and analysis for the Board of Education
 - Provides financial data, modeling, and recommendations to support informed decision-making
 - Assists with capital planning, bond-related activities, and long-term financial planning, as directed
 - Participates in professional organizations and ongoing training to remain current on school finance laws, regulations, and best practices
 - Performs other duties as assigned by the Chief Financial Officer or Superintendent
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Minimum Qualification Requirements:

- Bachelor's degree required in Finance, Accounting, Business Administration, Public Administration, or a related field
- Strong knowledge of fund accounting and financial reporting
- Experience with budget management, audits, and compliance

- Experience with Indiana school finance, Indiana State Board of Accounts & Indiana Department of Education policies, and Gateway reporting
 - Proficiency in accounting/finance software and computer applications (e.g., FMS/SSI, Excel, Word, PowerPoint, Google Workspace, and data analysis tools)
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Preferred Qualifications:

- Master's degree or CPA designation
 - IASBO Chief Business Officer (CBO) certification or ability to obtain
 - Financial management and leadership experience, preferably in a school district or governmental setting
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Skills & Competencies:

- Strong analytical and problem-solving skills
- High attention to detail and accuracy
- Ability to manage multiple priorities, work under pressure, and meet deadlines
- Strong leadership and team development skills
- Excellent communication and interpersonal skills
- Proficiency in financial systems and reporting tools