

METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP

Job Description

Chief Financial Officer (CFO)

Performance Responsibilities:

- **Financial Planning and Strategy:**
 - Lead the development and implementation of long-term financial strategies to support the district's goals and objectives.
 - Lead the preparation, review, and implementation of the annual district budget in accordance with IDOE guidelines, GASB standards, and IASBO recommendations.
 - Prepare and manage annual budgets, forecasting revenue, expenditures, and other financial variables.
 - Provide financial guidance and recommendations to the Superintendent, School Board, and other administrators.
 - Monitor the financial health of the district and ensure the proper allocation of resources for educational programs and services.
 - Lead efforts to optimize the use of district financial resources, balancing short-term and long-term needs.
 - Oversee and manage financial reporting processes, ensuring transparency and accountability to stakeholders.
- **Financial Reporting and Compliance:**
 - Ensure timely and accurate financial reporting in compliance with state and federal guidelines, including financial statements, grants, and audits.
 - Oversee the district's financial record-keeping and accounting practices.
 - Serve as the primary point of contact for external auditors and ensure all audits are completed successfully.
 - Stay updated on Indiana Department of Education (IDOE) and Governmental Accounting Standards Board (GASB) regulations, ensuring district compliance.
 - Oversee the preparation of accurate and timely financial statements and reports for internal and external audiences, including the annual Comprehensive Annual Financial Report (CAFR).
- **Budget and Resource Management:**
 - Develop and oversee the district's annual operating budget, ensuring effective allocation of resources across various departments and programs.
 - Monitor cash flow, track revenue, and expenditures, and recommend adjustments to stay within budget.
 - Manage the district's investments, debt, and funding sources, including state and federal funding, grants, and local revenue streams.
- **Financial Risk Management:**
 - Identify financial risks and implement strategies to mitigate those risks while ensuring sustainability.
 - Develop and maintain a system of internal controls to safeguard district assets.
 - Monitor financial performance and provide regular budget updates to the Superintendent, School Board, and other stakeholders.
 - Analyze budget variances and propose corrective actions as needed.
 - Ensure that budgets reflect district priorities, maintain compliance with local and state regulations, and align with available funding sources.
 - Oversee the management of district cash flow, ensuring adequate liquidity for daily operations and proper investment of district funds.
 - Ensure compliance with applicable laws related to school district investments and collaborate with investment advisors to maximize returns within prudent risk parameters.

- Maintain effective cash management policies and procedures to ensure optimal allocation of district funds.
- **Collaboration and Leadership:**
 - Serve as a key advisor to the Superintendent and School Board on all financial matters.
 - Lead and mentor the finance team, fostering a culture of continuous improvement and professional development.
 - Collaborate with other departments to ensure financial policies and procedures align with district goals.
 - Represent the district in meetings with local, state, and federal agencies regarding financial matters.
- **Grant Management:**
 - Oversee the administration of state and federal grants, ensuring compliance with all applicable regulations.
 - Identify opportunities for securing additional funding through grants and partnerships.

Qualifications:

- **Education:**
 - Bachelor's degree in Accounting, Finance, Business Administration, or a related field (required).
 - Master's degree or CPA designation preferred.
- **Experience:**
 - Minimum of 5 years of experience in financial management, with at least 3 years in a leadership role in a public sector or educational setting.
 - Experience managing budgets in excess of \$50 million preferred.
 - Experience with school finance, Indiana Department of Education policies, and government accounting standards is a plus.
 - Strong knowledge of IDOE financial reporting standards, GASB principles, and IASBO best practices.
- **Skills:**
 - Strong analytical, problem-solving, and financial modeling skills.
 - In-depth knowledge of accounting principles, financial regulations, and budgeting practices in a public-school environment.
 - Proficiency in financial software and Microsoft Excel.
 - Exceptional communication skills, both verbal and written, with the ability to present complex financial information clearly to non-financial stakeholders.
 - Strong leadership and team management skills.
 - Ability to prioritize tasks, work under pressure, and meet deadlines.
- **Licenses/Certifications:**
 - Valid CPA (Certified Public Accountant) license or similar certification preferred.
 - Certified School Business Official (CSBO) certification or the ability to obtain certification within a reasonable time frame is highly desirable.
 - Valid Indiana driver's license.