



THE METROPOLITAN SCHOOL DISTRICT OF

**WARREN TOWNSHIP**

## **JOB DESCRIPTION**

**JOB TITLE:** Chief Financial Officer (CFO)

**FLSA CLASSIFICATION:** Exempt (Administrative), salaried employee

**WORK DAYS:** 246 days (does not include holidays)

**STANDARD HOURS PER DAY:** 8 hours per day

**WORK YEAR:** The work year for the Chief Financial Officer begins on the first weekday in July, and ends 12 months later on the last weekday in June.

**SALARY SCHEDULE & BENEFITS:** The Chief Financial Officer is paid on the “Administrators” salary schedule, and is eligible for benefits on the “Administrators” benefits schedule. Salary Range: \$139,346 - \$153,445.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Business Office Administrators and Support Staff

**GENERAL SUMMARY OF DUTIES:** The Chief Financial Officer is responsible for directing all of the operations of the District’s business office. This involves developing the annual budgets within the State’s timelines and fiscal constraints, monitoring revenue and expenditures, and being responsible for all financial reports and legal notices.

### **ENTRY-LEVEL REQUIREMENTS:**

1. **Education/Training:** Master's degree in Business Administration, Public Administration, or Educational Administration.
2. **Experience:** At least three years of business and finance management experience (including budgeting, accounting, and use of related technology) including some experience in school district business operations required; experience in overseeing the financial operations of a high growth school District preferred; experience as a Chief Financial Officer preferred.
3. **Certification and/or Licenses:** Certified Public Accountant preferred but not required.
4. **Other:** Possess excellent written, oral, and interpersonal communication skills, and outstanding analytical skills. Ability to perform the essential functions and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

## **ESSENTIAL FUNCTIONS**

### **1. Strategic Financial Leadership & Planning**

- Leads long-range financial planning, multi-year forecasting, and scenario modeling.

- Advises the Superintendent, School Board, and Cabinet on financial strategies to support board and district goals.
- Aligns financial decisions with the MSD Warren Township Strategic Plan and Board priorities.
- Monitors state and federal legislation affecting school finance and recommends advocacy or strategic responses.

## **2. Budget Development & Financial Reporting**

- Develops and presents the annual budget to the Superintendent, School Board, and community in accordance with state timelines.
- Conducts public hearings and ensures compliance with legal requirements.
- Prepares and submits all required state and federal financial reports, including the Indiana Department of Education Annual Financial Report.
- Creates clear, accessible financial communications for staff, families, Board, and community stakeholders.
- Leads innovation in financial systems, including ERP platforms, automated workflows, and financial data dashboards.
- Uses financial data analytics to inform predictive modeling and improve decision-making.

## **3. Financial Operations & Compliance**

- Oversees accounting, payroll, accounts payable, purchasing, investments, loans, and financial software systems.
- Ensures accurate cash receipts/disbursements and monitors internal controls, audit readiness, and fraud prevention.
- Serves as District Treasurer and custodian of funds, including student fees, extracurricular, and student activity funds.
- Ensures compliance with all local, state, and federal financial laws, regulations, and auditing standards.

## **4. Capital Projects, Debt Management & Risk Management**

- Collaborates with the Superintendent, COO, and financial advisors on long-range capital planning, bond financing, enrollment projections, and facility investments.
- Coordinates with legal counsel and bond counsel on general obligation bonds and lease financing.
- Monitors the financial impact of ongoing and future capital projects, including debt service, operational costs, and alignment with long-term fiscal sustainability.
- Oversees the district's risk management program, including property, casualty, liability, and workers' compensation insurance.

## **5. Grants, Revenue, & Resource Management**

- Coordinates federal and state grant budgets, compliance, reporting, and fiscal oversight.
- Advises on financial sustainability of grant-funded initiatives and return on investment.

- Identifies revenue opportunities, cost efficiencies, and resource reallocation strategies to increase academic excellence.

## **6. Leadership, Supervision & Culture of Stewardship**

- Develops a culture of ethical stewardship, accuracy, customer service, and continuous improvement.
- Supports professional learning, cross-training, and succession planning for fiscal continuity.
- Hires, supervises, trains, and annually evaluates Business Office staff.
- Collaborates with the Chief Human Resource Officer on employee benefits planning and collective bargaining financial strategy.
- Serves on the Superintendent's Cabinet and leads financial implications of district initiatives (e.g., redistricting, staffing models, strategic projects, facility maintenance).

## **NON-ESSENTIAL FUNCTIONS:**

1. Other Duties as assigned by the Superintendent of Schools.

**PHYSICAL REQUIREMENTS:** The duties and responsibilities of the Chief Financial Officer involve a daily combination of office work, traveling throughout the District, and interacting verbally with staff, school business officials in other districts, and vendors.

Efficient use of a personal computer is important to the effective accomplishment of these job responsibilities.

This job does not require heavy lifting or other physical abilities often associated with manual labor.

**SENSORY REQUIREMENTS:** The ability to communicate verbally in person and via telephone is very important. The ability to compose documents is very important.

**ENVIRONMENTAL FACTORS:** Tasks are regularly performed without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.