



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Chief Financial Officer

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. Thank you for your interest.

Position Summary

Under the general direction of the Indiana State Fair Commission's (ISFC) Executive Director, the incumbent plays a key leadership role in formulating the long range strategic vision and direction of the ISFC regarding all financial matters. The incumbent provides leadership and management for the ISFC's fiscal strategy by analyzing organizational performance against both the budget and the strategic plan. As a key member of the ISFC's Executive Team, the CFO is tasked with evaluating and implementing appropriate processes, controls and procedures while analyzing data and advising direction. Work is performed with a high degree of autonomy and is subject to administrative review by the Executive Director.

Essential Functions and Responsibilities

1. Responsible for overall direction, leadership and guidance of the ISFC's financial resources.
2. Provide leadership to the Accounting Department.
3. Direct the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property and operating expense records.
4. Plan, develop, implement and review sound fiscal and financial processes, controls and procedures for successful operation and effectiveness of the ISFC in compliance with state statutes, administrative rules and applicable laws and regulations. Responsible for review and continued improvement of these systems.
5. Establish, monitor and report on performance measurements and cash flows by tracking progress toward specific qualitative and quantitative goals, emphasizing accountability and improvement.
6. Develop in collaboration with Directors and Executive team, the annual budget for the Commission; analyze financial performance, forecast adjustments and perform cost analyses for all departments. Provide actions and changes to meet business goals.
7. Develop and implement all financial reporting, including monthly financial statements, the annual budget and the annual report; maintain supporting schedules for all financial records including debt service, depreciation, etc.
8. Liaise and collaborate with other state agencies with whom ISFC does business (SBOA, State Budget Agency, IFA, etc.)
9. Provide accurate and timely information for internal management and external review.

10. Direct internal audits involving review of cash handling, administrative controls, and accounting.
11. Analyze internal and fiscal controls and procedures for activities such as budget administration, cash management and sales; adjust spending patterns as necessary.
12. Prepare statements and reports of projected future costs and revenues; analyze and disseminate information from reports as required.
13. Analyze and review all general accounting functions.
14. Oversee the development of annual GAAP statements.
15. Direct and facilitate the annual audit and respond to questions, concerns and findings.
16. Develop and manage a viable cost accounting system for all Commission lines of business.
17. Review and analyze all purchasing of capital assets and facility improvements.
18. Monitor and project daily cash flow.
19. Facilitate meetings for the Finance Advisory Committee.
20. Provide financial analysis on special projects as assigned by the Executive Director.

Skill Requirements

1. **Exceptional financial acumen:** Understands the full meaning and interrelationship of key financial indicators; uses financial analysis to evaluate and identify desired strategic directions; manages overall financial performance.
2. **Sound judgment and excellent decision making:** Considers the relative costs and benefits of potential actions to select the most appropriate short-term and long-term solutions; demonstrates a realistic understanding of key issues; intuitive managing risk versus reward for various decisions.
3. **Exhibit integrity in following policies and procedures:** Able to be tactful, maintain confidentiality, and foster an ethical work environment; handles all situations honestly; able to develop policy and guidelines; communicates and enforces organizational policies and procedures.
4. **Strong leadership and interpersonal skills:** Sets an example for coworkers; delegates responsibilities and empowers associates to make decisions and take personal accountability for decisions; ability to relate effectively to diverse groups of people.
5. **Strong independent thinker and team player:** Able to offer original thoughts and viewpoints; works closely with other departments; supports group decisions; promotes a positive work environment.
6. **Ability to prioritize, plan and manage projects:** Able to use sound judgment in evaluating the relative urgency of various issues; able to develop plans, direction and guidance on projects from conception to completion.
7. **Excellent oral and written communication skills:** Able to present information accurately, clearly and through the spoken and written word; interprets and communicates complex information to associates, customers and partners.
8. **Adaptable to new software tools:** Willing and able to adapt to unique software tools for financial reporting.

Educational/Experience Requirements

- Bachelor's degree required with concentration in Business Management, Accounting or Finance.
- CPA certification preferred.

- At least ten years' experience in financial management in the areas of event management and governmental affairs.
- Strong leadership and consensus building skills; strategic planning experience.
- Experience in recruiting, training, supervising and evaluating employees.
- Polished presentation and interpersonal skills.
- Possess top level business management, interpersonal and facilitation skills.

Job Complexity

This position requires a very high level of judgment, exceptional analytic ability and creativity in investigating major problems that require original and highly innovative solutions.

Supervisory Responsibilities

This position has direct supervisory responsibility over the Director of Accounting.

Supervision Received

Decisions typically involve establishment of significant far-ranging policies affecting future operational and development goals. The CFO must take advantage of the Commission's Finance Advisory Committee's and the outside auditor's expertise in formulating best business practices for the ISFC.

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