



## 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](mailto:employment@indianastatefair.com). To apply for this position, please visit <https://www.indianastatefair.com/p/about/employment1> and send the posted application and your resume to the email address above. The starting salary range for this position is \$153,000 to \$165,000. The nature of this position may require work outside of regular business hours, including evenings, weekends and holidays as necessary to meet business needs. This position works a normal work week of 40 hours but may be required to work additional hours during periods of high demand or as necessary to fulfill job responsibilities.

### Position Summary

The Chief Financial Officer (CFO) serves as a key member of the executive leadership team, responsible for the strategic management of the Indiana State Fair Commission's (ISFC) financial and legal operations. The CFO provides financial oversight for a quasi-governmental state agency with annual revenues exceeding \$40 million, ensuring long-term financial sustainability, compliance with governmental regulations, and sound fiscal policy. This role directly oversees the Director of Accounting/Controller and Director of Legal Affairs, supporting agency-wide initiatives with data-driven financial leadership and risk management expertise.

### Essential Functions and Responsibilities

#### Strategic Financial Leadership

- Provide strategic direction for all financial functions including budgeting, forecasting, financial planning and analysis, and long-term financial modeling.
- Advise the Executive Director and ISFC on financial strategy, fiscal health, and risk.
- Lead the development and implementation of financial policies and systems to support efficient operations and compliance with public sector standards.

#### Budgeting and Financial Oversight

- Oversee preparation, presentation, and execution of the agency's annual operating and capital budgets.
- Monitor financial performance, ensuring alignment with strategic objectives and regulatory requirements, and make adjustments through monthly forecasting.
- Ensure transparency and accountability in the use of ISFC funds.

## Accounting and Reporting

- Supervise the Director of Accounting/Controller and the Accounting Department to ensure accurate and timely financial reporting in compliance with GASB and GAAP.
- Oversee preparation of audited financial statements and collaborate with external auditors.

## Legal and Risk Management

- Supervise the Director of Legal Affairs, ensuring effective legal risk management and regulatory compliance.
- Oversee contracts, procurement policies, and internal controls to minimize exposure and support operational integrity.
- Lead enterprise risk management initiatives and support compliance with ethics and accountability standards.

## Organizational Leadership

- Serve as a thought partner to the Executive Director and peers on strategic planning, operational improvements, and performance management.
- Represent the agency in financial matters before public entities, legislative bodies, and other stakeholders.
- Foster a collaborative, mission-driven culture within the finance and legal departments.

## 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.

**Education/Experience**

- Bachelor's degree required with concentration in Business Management, Accounting, Finance, or a related field.
- At least ten years' experience in the areas of financial management, event management and/or government affairs.
- Proven ability to lead high-performing teams and manage complex financial operations.
- Strong leadership and consensus building skills; strategic planning experience.
- Experience in recruiting, training, supervising, and evaluating employees.
- Polished presentation 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/Controller and the Director of Legal Affairs.

**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.

\*To apply, please visit <https://www.indianastatefair.com/p/about/employment1> and send the posted application and your resume to [employment@indianastatefair.com](mailto:employment@indianastatefair.com). Thank you for your interest.