



# JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer offering a hybrid work model allowing for the possibility of working three remote days per week.

## Chief Financial Officer

**Summary:** The Chief Financial Officer (CFO) is responsible for establishing and maintaining financial policies, procedures, controls, and reporting systems for the Office of the Indiana Attorney General (OAG). This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The CFO also oversees cost and general accounting, accounts receivable/collection, accounts payable, purchasing, contracting, facilities, payroll, travel, assets, and risk management. This position reports to the Chief Administrative Officer.

### **Duties/Responsibilities:**

- Lead and manage the Finance department.
- Serve as the internal point of contact for Finance with the executive team, strategic planning team, and other stakeholders.
- Guide financial decisions by establishing, monitoring, advising, and enforcing policies and procedures.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Provide status of financial condition of the OAG by collecting, interpreting, and reporting key financial data to the Chief Administrative Officer.
- Ensure compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports.
- Advise management of actions and potential risks.
- Arranges for audits as required and appropriate.
- Manages budget and controls expenses effectively.
- Hire, train, develop, and appraise staff effectively. Take corrective action as necessary on a timely basis and in accordance with OAG policy. Consult with Human Resources as appropriate.
- Keep current on information and technology affecting functional area(s) to increase innovation and ensure compliance.
- Act as the OAG Liaison with State Budget Agency, State Board of Accounts, Treasure of State and State Comptroller.
- Implement a positive culture of teamwork and Continuous Quality Improvement
- Directly manage Senior Accountant, Controller, and Facilities, Inventory, and Records Coordinator.
- Indirectly manage all other reports in the Finance department.

### **Qualifications:**

- Master's degree preferred but not required
- Bachelor's degree in business, finance or related field or related experience required.
- Experience in managing an accounting function required.

- Experience in managing a public or non-profit accounting function preferred.

**Specific Job Requirements include:**

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Experience in Financial Management.
- Strategic Thinking.
- Focus on Process Improvement.
- Business Acumen.
- Ethical Conduct.
- Technical Capacity.
- Experience in Performance Management.
- Excellent Oral, Written, and Interpersonal Communication Skills
- Ability to work remotely when required. Experience with remote work technologies such as Microsoft Teams, VPNs, and other items preferred.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Operate in a professional office environment. Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and other office machines.
- Regularly required to talk or hear.
- Frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Requires the ability to occasionally lift office products and supplies, up to 20 pounds.